

**Board Minutes
2013**

2013 Board Members

	<u>Phone</u>	<u>Term Expires</u>	<u>Appointed By</u>
President: Natalie Waling [REDACTED]	[REDACTED]	December 31, 2013	County Council
	[REDACTED]		
Vice-President: Jody Melton [REDACTED]	[REDACTED]	August 2, 2015	Pres. KV & West Central School Boards
	[REDACTED]		
Secretary: Deana George [REDACTED]	[REDACTED]	May 9, 2013	Rensselaer Central School Board
	[REDACTED]		
Treasurer: Janelle Harper [REDACTED]	[REDACTED]	December 31, 2014	County Commissioners
	[REDACTED]		
Asst. Treasurer: Timothy Schultz [REDACTED]	[REDACTED]	June 30, 2016	County Council
	[REDACTED]		
Mari Anne Sayler [REDACTED]	[REDACTED]	May 9, 2014	Rensselaer Central School Board
	[REDACTED]		
Janet Umlauf [REDACTED]	[REDACTED]	December 31, 2015	County Commissioners
	[REDACTED]		

2013 Budget

1 PERSONAL SERVICES

1.1	Salaries and wages	
1.11	Salary of librarian	\$61,818
1.12	Salary of Assistants	\$1,044,764
1.13	Wages of Janitor	\$67,047
1.2	Employee benefits	
1.21	Employer: FICA	\$89,783
1.22	Unemployment Comp	\$3,329
1.23	Employer: PERF	\$89,783
1.24	Employer: Group Insur.	\$112,764
1.31.	Other Personal Services	\$0
	Total Personal Services	\$1,469,288

2 SUPPLIES

2.1	Office supplies	
2.11	Official records	\$600
2.12	Stationery/printing	\$450
2.13	Other office supplies	\$8,000
2.2	Operating supplies	
2.21	Cleaning/sanitation	\$6,500
2.22	Fuel/oil/lubricants	\$0
2.23	Other operating supplies	\$8,000
2.3	Repair/maintenance supplies	
2.31	Building materials	\$2,500
2.32	Painting supplies	\$200
2.33	Repair parts	\$3,000
2.4	Other supplies	
2.41	Library supplies	\$14,790
2.42	Marketing	\$50
	Total Supplies	\$44,090

3 OTHER SERVICES/CHARGES

3.1	Professional services	
3.11	Consulting services	\$0
3.12	Engineer/Arch Services	\$0
3.13	Legal services	\$5,000
3.14	Other profess. services	\$13,000
3.145	Databases/Licensing Services	\$20,795
3.146	E-Books Services	\$12,300
3.2	Communication/Transportation	
3.21	Telephone	\$4,200
3.22	Postage	\$3,200

3.23	Traveling expenses	\$20,000
3.24	Professional mtgs	\$7,000
3.25	Freight/Express	\$1,500
3.26	Network expenses	\$59,540
3.3	Printing/Advertising	
3.31	Adv/Public. of notices	\$800
3.32	Printing (not offc. supply)	\$0
3.33	Marketing advertising	\$1,500
3.4	Insurance	
3.41	Official bonds	\$250
3.42	Other insurance	\$27,500
3.5	Utility services	
3.51	Gas	\$30,000
3.52	Electricity	\$85,000
3.53	Water	\$2,000
3.54	Waste disposal service	\$5,700
3.6	Repairs/maintenance	
3.61	Bldgs/Structures	\$58,920
3.62	Equipment	\$880
3.7	Rentals	
3.71	Real estate	
3.72	Equipment	\$650
3.91	Dues	\$2,800
3.92	Interest on loans	\$0
3.93	Taxes/Assessments	\$325
3.94	Transfer to LIRF	\$120,000
3.95	Book reimbursement	\$500
3.96	Petty cash	\$120
3.97	Interview/moving expense	\$0
3.98	Maintenance contracts	\$106,745
	Total Other Services/Charges	\$590,225
4	CAPITAL OUTLAYS	
4.1	Land	
4.2	Buildings	
4.3	Improvements	\$0
4.4	Furniture/equipment	\$39,255
4.5	Other capital outlays	
4.51	Books	\$150,000
4.52	Periodicals,newspapers	\$25,000
4.53	Nonprint materials	\$56,913
	Total Capital Outlays	\$271,168
	FUND TOTAL	\$2,374,771

Board Meeting Dates

2013

**Meetings are held at 6:00 P.M. at the Rensselaer Library
unless otherwise noted**

Monday, January 14

Monday, February 11

Rensselaer Librarian & Youth Services Specialist Annual Reports

Monday, March 11

Monday, April 8 (at DeMotte)

DeMotte Librarian & Children's Specialist Annual Reports

Monday, May 13

Monday, June 10

Webmaster Annual Report

Monday, July 8

Monday, August 12

Monday, September 9 (at Wheatfield)

Wheatfield Librarian & Children's Specialist Annual Reports

Monday, October 14

Monday, November 11

Technical Services & Systems Administrator Annual Reports

Monday, December 9

Friday, December 27 (Special Year End Meeting-time to be announced)

Library Board Committees 2013

Budget Committee: Jody Melton, chair; Natalie Waling; Janelle Harper

Meets in July or early August to review next year's budget proposal prepared by library staff. Committee presents recommendation to the full board at the August meeting.

Director's Evaluation Committee: Tim Schultz, chair; Janelle Harper; Deana George

Director evaluation forms distributed to director and board members at the April board meeting. (The committee may wish to meet earlier to examine the evaluation form and determine if any changes should be made.) Before the May meeting, committee receives all board members' evaluations of the director as well as the self-evaluation by the director. The committee uses these to prepare a written evaluation of the director. At an executive session at the May board meeting, this evaluation is discussed by the whole board and then given to the director.

Bylaws and Policy Review Committee: Mari Anne Sayler, chair; Jody Melton; Deana George

Past procedure has been for the director to recommend changes in policies to the policy committee before the policy is to be reviewed by the board. Committee members then notify the director whether or not they concur with proposed changes (or if they would like to propose other changes). If the issue is complicated and there is disagreement, a committee meeting will be held. If committee members concur, no meeting is needed and the director prepares the recommendation of the policy committee for a report to the full board.

Nominating Committee: Janet Umlauf, chair; Natalie Waling; Tim Schultz

In October, the nominating committee prepares a slate of officers for the following year. This slate is presented to the board by the committee at the November board meeting. The board elects officers at the December meeting. Officers can serve in the same position only two consecutive years.

Holiday Schedule 2013

The Libraries will be closed on the following days:

New Year's Day: Tuesday, January 1
Memorial Day: Monday, May 27
Independence Day: Thursday, July 4
Labor Day: Monday, September 2
Thanksgiving: Thursday, November 28
Christmas Eve: Tuesday, December 24
Christmas Day: Wednesday, December 25
New Year's Eve: Tuesday, December 31

In addition, all locations will close at 5:00 PM
on the day before Thanksgiving.

Employees receiving benefits will also receive a paid holiday on their birthday or another day in their birthday month. Some employees will receive a paid holiday in the month of the anniversary of their employment at JCPL, having reached a milestone anniversary at the library. A list of those eligible for this anniversary holiday will be distributed to department heads by January 1, 2013.

LIBRARY POLICY REVIEW SCHEDULE 2013

<u>Review Month</u>	<u>Policy</u>	<u>Policy Manual Page</u>
January:	LCD (Digital) Projector Policy	179
	Blu-ray/VHS/DVD Policy	107
February:	Staff Code of Ethics	149
	Gift Policy	183
March:	Staff Complaint Policy	146
	FMLA/Military Leave Policy	171
	Microfilm Reader/Printer Policy	155
April:	Personnel Policy	109
May:	No policies reviewed	
June:	Audiovisual Equipment Loan Policy	105
	Internet Acceptable Use/Safety Policy	151
	Social Media Policy	196
July:	Public Relations/Information Policy	97
	Public Records Policy	99
	Patron Tasks/Devices	194
August:	Art Exhibit/Display Case Use Policy	131
	Bulletin Board Policy	133
	Photography, Videotaping, and Other Recording Devices Policy	188
September:	Board/Staff Privileges	143 & 145
	Group Visit Policy	169
	Mission/Role/Values	87
October:	Public Forum Policy	137
	Library Credit Card Policy	180
	Harassment/Discrimination Policy	139
November:	Materials Selection Policy	93
	Circulation Policy	161
	Indemnification Policy	177
December:	No policies reviewed	

BOARD AND ADMINISTRATION MONTHLY TASKS

(Library will receive Certified Shares county adjusted gross income tax (CAGIT) monthly.)

January

1. Form the Board of Finance after the first Monday and before the last day of January. Elect officers for it. Director reports on the library's past year investments. Board designates newspapers in which library publishes notices. Board accounting resolutions are approved. List of all 2 yr old outstanding checks filed and declared void and receipted back into accounts.
2. New officers take office.
3. President appoints standing committees: Budget, Bylaws & Policy Review, Director Evaluation, Nominating
4. Annual salary ordinance is approved.
5. Bond payment due by January 15. (2004 bond)
6. Certification of Board and employees to State Board of Accounts by January 31 annually (submitted via Gateway).
7. Annual statistic report due to Indiana State Library by January 31.
8. Every three years the Library Board will solicit bids for library insurance. Begin this process in January.

February

1. Annual financial report (LARS Report) due to State Board of Accounts by March 1.
2. Not later than 60 days after the expiration of each calendar year publish an annual report of the receipts and expenditures during the preceding calendar year.
3. February 28 is the deadline for each political subdivision to submit report to the DLGF of any outstanding bonds or leases (as of January 1). IC 5-1-18-9 DLGF cannot certify a budget or levy for debt service funds for the next year's budget if debt issuance report is not filed, unless the DLGF grants a waiver for good cause.

March

1. March 1 Units file Annual Report for preceding year with SBA. In addition to being used for SBOA audit, this information is used by the Department to prepare an annual report on expenditure per capita of political subdivisions. IC 5-11-1-4; IC 6-1.1-33.5

April

1. Every three years the Library Board will designate insurance company to handle library insurance for following three years.
2. Director Evaluation form is distributed to board members. Director submits self-evaluation to Board Evaluation Committee.
3. At April Board meeting, ask for resolution approving a request for an advanced tax draw. Then after the 12th of the month send letter to the County Treasurer (with copy to County Auditor) requesting an advance tax draw.

May

1. Annual budget workshops for Librarians and Trustees, sponsored by State Board of Tax Commissioners, State Board of Accounts, and Indiana State Library.
2. Evaluation of Director is completed and presented at executive session before monthly board meeting. Director's salary for following year is determined in open session at board meeting.

June

1. By June 1 names and addresses of employees sent to County Treasurer.
2. Property tax distribution of May 10 collection by June 29.

July

1. Begin preparation for ensuing year's annual budget. Budget committee prepares recommendations to report to full board in August.
2. Budget meeting with representative from DLGF to go over our budget and plug in any new figures they might have for miscellaneous revenues.
3. Bond payment due by July 15 (Bond of 2004).
4. Finalize budget estimate, plan for public hearing, approval to advertise, and adoption.

August

1. Deadline for county auditors to certify 2013 pay 2014 net assessed values and estimates of miscellaneous revenues with units and the department. IC 6-1.1-17.1
5. Update nonresident annual fee. Send copy of minutes to Indiana State Library.

September

1. September 1 is the last day for units, including certain libraries under IC 6-1.1-17-20.3 to submit proposed 2014 budgets, rates, and levies to county fiscal bodies or other appropriate fiscal body for review and recommendation or adoption. Local council sets the date that is typically in August in Jasper County.
2. DLGF will establish the last day for first and second publications of proposed 2014 tax levy, budget, and notice to taxpayers of public hearing. Memo is distributed to units with dates.
3. Self-evaluation forms distributed to library staff by supervisors who choose to evaluate staff at the end of the year.

October

1. October 1 is the last day for county fiscal body to complete review and issue non-binding recommendation to civil taxing units regarding civil taxing units proposed tax rates, levies, and budgets for the next year.
2. DLGF memo will indicate last possible day for taxing units to hold a public hearing on next year's budget. Public hearing must be held at least 10 days before budget is adopted.
3. DLGF memo will indicate last possible day ten or more tax payers may object to next year's budget, tax rate, or tax levy of a political subdivision.
4. Board Nominating Committee prepares slate of officers for following year.
5. At October Board meeting, ask for resolution approving a request for an advanced tax draw. Then send letter to the County Treasurer after the 12th of the month (with copy to County Auditor) requesting an advance tax draw.

In recent years Budget is adopted, usually at the regular board meeting but at least ten days after public hearing which has been held in September in recent years.

Library budget is submitted via Gateway with a copy provided for County Auditor no later than two days after adoption. Final due date in DLGF memo.

November

1. November 1 is the deadline for all taxing units to adopt next year budgets, rates, and levies.
2. Nominating Committee presents slate of officers at board meeting.
2. Annual evaluations of the staff are completed by appropriate supervisors at branches which do not choose to evaluate on anniversary dates.
3. Assistant treasurer is selected by board.
4. Annual Bookkeeping Workshop by State Library (might also be scheduled for December!)

December

1. Election of officers.
2. Hearing of ensuing year's budget by State Board of Tax Commissioners (DLGF changing this timeline so may occur later in the year or at the beginning of the next year)!
3. Library receives last installment of property, CVET, excise & financial institution tax revenues.
4. Encumbrances must be approved by Board, other fund transfers are made and transfer to LIRF (if any) made.
5. Provide board with board meeting schedule for following year.
6. Create Board Policy Review Schedule for following 2 years.
7. By December 1 names and addresses of employees sent to County Treasurer.
8. Director distributes list of ensuing years' holidays.
9. Newly elected Board Treasurer and Assistant Treasurer to provide Financial Banking Institutions with their information and sign new back authorizations as check signers. New Treasurer and Assistant Treasurer bonds to be issued for new year.

revised 12/12

JANUARY

**Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, January 14, 2013, 6pm
Rensselaer Public Library**

Board of Finance Meeting

Purpose

Annual Financial Report (R 8)	Information
Outstanding Checks (F2.2)	Information
Accounting Practices for 2013 (R 9)	Action
Resolution to Allow Bill Payment with Prior Approval (R 13)	Action
Designate Newspapers for Publishing Notices (R 30)	Action

Opening of Meeting

Moment of Silence

Approval of Consent Agenda & Consent Agenda Items Action

Minutes of December Board Meetings
Bills/Financial Reports
Salary Ordinance for 2013 (R 7)
Policy Review (R 10; R12; and R 30-R 31)
Long Range Plan Revision (R 18; R 31)

General Business

Treasurer and Assistant Treasurer	
Oaths of Office: (R 31)	Action
Conflict of Interest (R 15; R 31)	Information
Committee Assignments (R 31)	Information
Building Insurance (R 31)	Information

Director's Report (R 30-R 33) Information

Items for Future Agendas

Public Forum

Adjournment

To inform, enrich, and empower our diverse community.

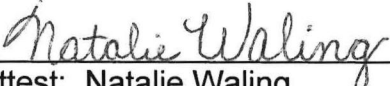
Minutes.....December 27, 2012
Meeting of the Jasper County Public Library Board 9:00 AM
Rensselaer Library

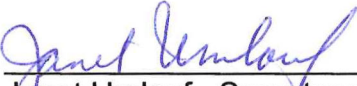
Present: Natalie Waling, Janet Umlauf, Mari Anne Sayler, Deana George, Patty Stringfellow

On a motion by J. Umlauf, seconded by D. George, the Board unanimously approved year-end bills.

On a motion by J. Umlauf, seconded by M. Sayler the Board unanimously approved transfers in the Operating Fund and the Library Improvement Reserve Fund.

With no further business, the meeting adjourned at 9:20 AM on a motion by J. Umlauf.


Attest: Natalie Waling


Janet Umlauf, Secretary

MINUTES

Jasper County Public Library Board of Trustees
6:00 PM

December 10, 2012
Rensselaer Library

Present: Natalie Waling, Jody Melton, Timothy Schultz, Mari Anne Sayler, Janet Umlauf, Janelle Harper, Deana George, Patricia Stringfellow, Gail Evans, Rayann Gilmore, Sheila Maxwell

Agenda & Consent Agenda Approval: The Agenda and Consent Agenda items that included the November Board Meeting Minutes, bills/financial reports, and Salary Ordinance update were approved on a motion by J. Umlauf and seconded by D. George. Motion passed.

System Administrator Annual Report: Sheila Maxwell presented her annual report to the Board. She outlined 5 impacts that her department made this year. First, bandwidth updates were made at all three branches. This has improved the Internet experience for both patrons and staff. Second, eBook readers were purchased for the Library. Each branch received 1 Nook and 1 Kindle for staff to use so that they could better assist patrons with the Library's Overdrive database. Sheila set up the accounts for these devices and worked with the Literacy committee on staff instructions. Third, the Library purchased 7 iPads and several wireless keyboards for staff to use to enhance services, for programs, for note taking at meetings, for inventory, and for weeding. Due to their hands-on knowledge, staff are better able to assist patrons with their own iPads. Fourth, digital signs for marketing were researched and purchased for all three branches. The signs are used to display PowerPoint presentations and other digital images that market the Library's services and programs. Sheila created tip sheets to help staff with upload of images. Fifth, several updates were made to the Library's Facebook page. Duplicate JCPL-related pages were removed and local pages were updated. A timeline of the history of the Library was also created and added to the Facebook page. Our reach is increasing.

2013 Salary Increase: The 2013 Budget was written to support a 3% salary increase. J. Umlauf moved to approve a 3% salary increase for staff in 2013. M. Sayler seconded the motion. Motion passed.

Approval to Pay January Bond Payment Electronically: Our January bond payment is due January 15, 2013. Since our January Board meeting is January 14, we need to pay the January bond payment electronically in January, prior to the January Board meeting to ensure that payment is made on time. J. Melton moved to pay the January bond payment electronically in January prior to the January Board meeting. M. Sayler seconded. Motion passed.

Approval to Close LIRF Bank Account: For more than 25 years the Library has had a separate bank account for the LIRF fund. This summer our auditor pointed out that SBA does not require a separate account and advised that we close out the LIRF bank account and deposit the balance into our main checking account. J. Melton moved to close the LIRF bank account and deposit the balance into our main checking account. D. George seconded. Motion passed.

Approval to Apply for Bank of America Credit Card: Our current business credit card was established with Gail as the responsible party for the Library. As she retires we will establish a business credit card with Rayann as responsible party. We have shopped around and feel that a Bank of America Credit Card is the best option for our needs. M. Sayler moved to apply for the Bank of America Credit Card. J. Melton seconded. Motion passed.

Custodian of Petty Cash: Gail is currently the custodian of our Petty Cash. As she retires we recommend that in-coming Business Manager, Rayann, be named the custodian of our Petty Cash. The State Board of Accounts requires the Board to designate a new custodian. The Petty Cash

fund can then be receipted and turned over to the new custodian. J. Umlauf moved to name Rayann the new custodian of Petty Cash. D. George seconded. Motion passed.

Approval to pay January Dental Insurance Premium: In 2013 we will have a new Dental Insurance provider. The new provider requires that we submit our January premium with our application in December. Since this impacts our 2012 Budget Board approval is needed. Funds are available for this expenditure. J. Melton moved to submit the January Dental Insurance premium with the application in December. M. Sayler seconded. Motion passed.

LIRF Transfers: In December of each year we determine an amount to transfer from line 3.94 of our Operating Budget to our Library Improvement Reserve Fund. This year the maximum amount that can be transferred is \$100,000. We recommend transferring \$70,000 of the budgeted amount. J. Umlauf moved to transfer \$70,000 from our Operating Budget to the Library Improvement Reserve Fund. M. Sayler seconded. Motion passed.

Election of Officers-2013: D. George made a motion to elect the slate of officers as presented: President- N. Waling, Vice-President- J. Melton, Secretary- D. George, Treasurer- J. Harper, Assistant Treasurer- T. Schultz. J. Umlauf seconded the motion. Motion passed.

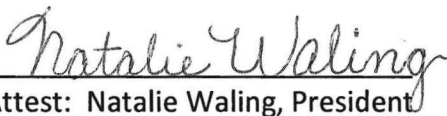
End of December Board Meeting: Board members are scheduled to meet Thursday, December 27, 2012 at 9am at the Rensselaer Library to approve year-end bill, transfers, and encumbrances. J. Umlauf, D. George, M. Sayler, N. Waling, and J. Harper are able to attend.

Director's Report: As we prepare for Gail's retirement this month and work to acquire necessary Board bonds for next year's treasurer and assistant treasurer, we are reviewing our banking information. In that review we noticed that Anne Marie Egan, who retired from our Board in 2009 was still on the list to access our safety deposit box. We will send a letter to the bank requesting that her name be removed. N. Waling and P. Stringfellow are both authorized to access safety deposit box contents for the Library at this time. That was already in place.

We have been in touch with Ed Dumas in regard to our business relationship with McDaniel Fire Service. P. Stringfellow explained to him that the Library had signed contracts with McDaniel Fire Services to provide testing and evaluation of our fire alarm panels and sensors for each of our libraries. In October we learned through an article in the newspaper that McDaniel Fire Services had closed its doors. A few weeks later another article reported that a receiver has been appointed for them. We have reviewed the contract, payments, and services rendered in 2012 and feel that we are not out any money. They did the expected testing and evaluation at each of our libraries. They did their work, and we paid them. However, just before we heard about their shutting the doors we had signed a new contract that was to go into effect in 2013 for two of our locations. We had not yet paid any fees associated with the contract, and we have not received any bills associated with the contract. We wish to pursue quotes from other companies who can do this work for us moving forward. We asked Ed how we should inform McDaniel of our intentions. Ed advised that we issue a termination letter to McDaniel before we sign a new agreement with another provider. He will draft this letter for us.

Adjournment: With no further matters for discussion N. Waling adjourned the meeting at 6:47 PM.


Janet Umlauf, Secretary


Attest: Natalie Waling, President

CIRCULATION BY HOLDINGS CODE
December 2012

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	5	1	0	6
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJBPF)	0	0	0	0
Award Winning fiction (DAWFIC)	5	0	0	5
Award Winning non-fiction (DAWNF)	0	0	0	0
Award Winner YAFIC (DAYAF)	1	0	0	1
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	26	2	0	28
Blu-Ray (DBR)	72	0	1	73
Books on CD (DBKCD)	158	14	7	179
Books on Tape (DBKT)	5	0	0	5
Compact Disc (DCD)	275	9	5	289
Digital Audiobooks (DDA)	2	0	0	2
DVD (DDVD)	1629	16	2	1647
Equipment (DEQP)	61	0	0	61
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	52	0	0	52
Fiction (DFIC)	661	30	14	705
Fiction Fantasy (DFICF)	11	0	1	12
Fiction Mystery (DFICM)	92	12	4	108
Fiction New (DFICNEW)	412	22	14	448
Fiction Science Fiction (DFICSF)	14	3	1	18
Fiction Western (DFICW)	36	2	0	38
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	58	0	3	61
Hanging Bags (DHANG)	2	0	1	3
ILL (DILL)	57	0	0	57
Internet (DINTER)	817	0	0	817
Juv. Audio book (DJAUDB)	20	1	1	22
Juv. Biography (DJBIO)	20	1	2	23
Juv. Book on CD (DJBKCD)	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	14	0	0	14
Juvenile Easy (DJE)	276	23	8	307
Juv. Easy Non-fiction (DJENF)	2	2	0	4
Juv. Easy Reader (DJER)	188	0	2	190
Juv. Fiction (DJFIC)	342	3	3	348
Juv. Holiday books (DJHOL)	187	3	0	190
Juv. Magazine (DJMAG)	32	0	0	32
Juv. Music Cassette (DJMC)	0	0	0	0
Juv. Nonfiction (DJNF)	186	13	6	205
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	0	0	0	0
Juv. Toddler (DJTOD)	58	2	1	61

Large Print Fiction (DLPF)	118	8	2	128
Large Print Nonfic (DLPNF)	6	0	2	8
Magazine (DMAG)	569	0	2	571
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	4	3	1	8
Nonfiction 100 (DNF100)	9	1	0	10
Nonfiction 200 (DNF200)	26	0	2	28
Nonfiction 300 (DNF300)	24	11	1	36
Nonfiction 400 (DNF400)	0	1	0	1
Nonfiction 500 (DNF500)	17	1	1	19
Nonfiction 600 (DNF600)	96	15	3	114
Nonfiction 700 (DNF700)	52	0	2	54
Nonfiction 800 (DNF800)	16	0	1	17
Nonfiction 900 (DNF900)	48	2	5	55
Nonfiction Blu-Ray (DNFBR)	1	0	0	1
Nonfiction DVD (DNFDVD)	71	0	0	71
Nonfiction (DNFIC)	0	0	0	0
Nonfiction New (DNFNEW)	95	7	0	102
Nonfiction VHS (DNFVHS)	0	0	0	0
Oversize (DOVER)	1	0	0	1
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	1	0	0	1
Reference (DREF)	0	0	0	0
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	0	1	0	1
Software (DSWAR)	16	0	2	18
Vertical File (DVF)	1	0	0	1
VHS (DVHS)	58	1	0	59
YA Audio book (DYAUDB)	1	0	0	1
YA Biography (DYAB)	2	0	0	2
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	213	8	6	227
YA Music CD (DYACD)	3	0	0	3
YA Nonfiction (DYANF)	6	1	0	7
YA Paperback Fic (DYAPBF)	0	0	0	0
Storage (DZSTO)	9	1	0	10
Award Winner JBIO (RAJBIO)	0	0	0	0
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	0	43	2	45
Blu-Ray (RBR)	0	82	0	82
Books on CD (RBKCD)	4	147	5	156
Books on Tape (RBKT)	0	0	0	0
Compact Disc (RCD)	11	341	6	358
Digital Audiobooks (RDA)	1	3	0	4
DVD (RDVD)	17	2445	7	2469
Equipment (REQP)	0	48	0	48
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	37	0	37
Fiction (RFIC)	25	546	9	580
Fiction New (RFICNEW)	25	295	8	328

Genealogy (RGENE)	0	0	0	0
Genealogy Mag (RGMAG)	0	0	0	0
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	0	112	1	113
Hanging Bag (RHANG)	0	2	1	3
ILL (RILL)	1	38	0	39
Internet (RINTER)	0	1179	0	1179
Juv. Audio book (RJAUDB)	0	7	0	7
Juv. Biography (RJBIO)	0	18	1	19
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	0	16	0	16
Juvenile Easy (RJE)	9	510	7	526
Juv. Easy Non-fiction (RJENF)	2	29	0	31
Juv. Easy Reader (RJER)	1	161	0	162
Juv. Fiction (RJFIC)	14	509	3	526
Juv. Magazine (RJMAG)	0	21	0	21
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	2	293	12	307
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	0	0	0
Juv. Reference (RJREF)	0	2	0	2
Juv. Toddler (RJTOD)	0	81	0	81
Large Print Fiction (RLPF)	11	193	5	209
Large Print Nonfic (RLPNF)	0	6	0	6
Magazine (RMAG)	10	330	0	340
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	1	6	0	7
Non-Fiction 100 (RNF100)	1	31	0	32
Non-Fiction 200 (RNF200)	1	34	0	35
Non-Fiction 300 (RNF300)	3	48	3	54
Non-Fiction 400 (RNF400)	0	5	1	6
Non-Fiction 500 (RNF500)	1	29	1	31
Non-Fiction 600 (RNF600)	18	131	12	161
Non-Fiction 700 (RNF700)	4	64	2	70
Non-Fiction 800 (RNF800)	0	11	1	12
Non-Fiction 900 (RNF900)	2	34	1	37
Nonfiction Blu-Ray (RNFBR)	0	2	0	2
Nonfiction DVD (RNFDVD)	5	88	4	97
Nonfiction (RNFIC)	2	18	0	20
Nonfiction new (RNFNEW)	15	188	3	206
Nonfiction VHS (RNFVHS)	0	1	0	1
Oversize (ROVER)	0	1	2	3
Professional Coll. (RPRO)	0	4	0	4
Reference (REF)	0	0	0	0
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	0	0	0
Software (RSWAR)	0	23	0	23
Vertical File (RVF)	0	0	0	0
VHS (RVHS)	0	2	0	2
YA Audio book (RYAUDB)	0	11	0	11
YA Biography (RYAB)	0	3	0	3

YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	6	146	7	159
YA Music CD (RYACD)	2	153	1	156
YA Nonfiction (RYANF)	1	8	0	9
YA Paperback Fic (RYAPBF)	0	0	0	0
Storage (RZSTO)	0	1	0	1
Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	2	2	14	18
Blu-Ray (WBR)	0	0	99	99
Books on CD (WBKCD)	10	12	134	156
Books on Tape (WBKT)	2	0	0	2
Compact Disc (WCD)	14	20	194	228
Digital Audiobooks (WDA)	0	0	1	1
DVD (WDVD)	31	12	1958	2001
Equipment (WEQP)	0	0	15	15
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	39	39
Fiction (WFIC)	25	16	283	324
Fiction Fantasy (WFICF)	2	1	2	5
Fiction Mystery (WFICM)	3	2	41	46
Fiction New (WFICNEW)	32	28	303	363
Fiction Science Fiction (WFICSF)	0	0	11	11
Fiction Western (WFICW)	0	0	9	9
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAg)	0	0	0	0
Graphic Novels (WGN)	0	0	17	17
Hanging Bags (WHANG)	0	0	8	8
ILL (WILL)	0	0	32	32
Internet (WINTER)	0	0	527	527
Juv. Audio book (WJAUDb)	7	0	6	13
Juv. Biography (WJBIO)	0	1	14	15
Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	0	0
Juv. Compact Disc (WJCD)	0	0	8	8
Juvenile Easy (WJE)	6	30	306	342
Juv. Easy Non-fiction (WJENF)	1	1	30	32
Juv. Easy Reader (WJER)	0	0	186	186
Juv. Fiction (WJFIC)	24	22	208	254
Juv. Magazine (WJMAG)	0	0	13	13
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	3	16	195	214
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	1	1
Juv. Toddler (WJTOD)	0	2	101	103
Large Print Fiction (WLPF)	5	7	61	73
Large Print Nonfic (WLPNF)	0	0	6	6
Magazine (WMAG)	11	0	283	294
Non-Fiction 000 (WNF000)	1	0	0	1
Non-Fiction 100 (WNF100)	1	0	7	8
Non-Fiction 200 (WNF200)	2	2	14	18
Non-Fiction 300 (WNF300)	4	0	28	32
Non-Fiction 400 (WNF400)	1	0	1	2

Non-Fiction 500 (WNF500)	0	2	15	17
Non-Fiction 600 (WNF600)	1	6	107	114
Non-Fiction 700 (WNF700)	2	0	18	20
Non-Fiction 800 (WNF800)	0	1	7	8
Non-Fiction 900 (WNF900)	1	1	23	25
Nonfiction Blu-Ray (WNFBR)	0	0	2	2
Nonfiction DVD (WNFDVD)	0	1	86	87
Nonfiction (WNFIC)	0	0	2	2
Nonfiction New (WNFNEW)	8	2	76	86
Nonfiction VHS (WNFVHS)	0	0	0	0
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	0	0	1	1
Software (WSWAR)	2	0	18	20
Vertical File (WVF)	0	0	3	3
VHS (WVHS)	0	0	50	50
YA Audio book (WYAUDB)	0	1	2	3
YA Biography (WYAB)	0	0	5	5
YA Books on CD (WYABKCD)	1	0	4	5
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	12	8	263	283
YA Music CD (WYACD)	0	0	0	0
YA Nonfiction (WYANF)	1	1	12	14
YA Paperback Fic (WYAPBF)	0	0	0	0
Storage (WZSTO)	0	0	0	0
TOTAL	7649	8953	6060	22662

CIRCULATION BY HOLDINGS CODE
December 2012

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	5	1	0	6
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	5	0	0	5
Award Winning non-fiction (AWNFI)	0	0	0	0
Award Winner YAFIC (AYAF)	1	0	0	1
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	28	47	16	91
Blu-Ray (BR)	73	84	102	259
Books on CD (BKCD)	172	173	146	491
Books on Tape (BKT)	7	0	0	7
Compact Disc (CD)	300	370	205	875
Digital Audiobooks (DA)	3	3	1	7
DVD (DVD)	1677	2473	1967	6117
Equipment (EQP)	61	48	15	124
See librarian (ERR)	0	0	0	0

Express Book (EXP)	52	37	39	128
Fiction (FIC)	711	592	306	1609
Fiction Fantasy (FICF)	13	1	3	17
Fiction Mystery (FICM)	95	14	45	154
Fiction New (FICNEW)	469	345	325	1139
Fiction Science Fiction (FICSF)	14	3	12	29
Fiction Western (FICW)	36	2	9	47
Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	58	112	21	191
Hanging Bags (HANG)	2	2	10	14
ILL (ILL)	58	38	32	128
Internet (INTR)	817	1179	527	2523
Juv. Audio book (JAUDB)	27	8	7	42
Juv. Biography (JBIO)	20	20	17	57
Juv. Book on CD (JBOD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	0	0
Juv. Compact Disc (JCD)	14	16	8	38
Juvenile Easy (JE)	291	563	321	1175
Juv. Easy Non-Fiction (JENF)	5	32	30	67
Juv. Easy Reader (JER)	189	161	188	538
Juv. Fiction (JFIC)	380	534	214	1128
Juv. Holiday (JHOL)	187	3	0	190
Juv. Magazine (JMAG)	32	21	13	66
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	191	322	213	726
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	0	0	0
Juv. Reference (JREF)	0	2	1	3
Juv. Toddler (JTOD)	58	85	102	245
Large Print Fiction (LPF)	134	208	68	410
Large Print Nonfic (LPNF)	6	6	8	20
Magazine (MAG)	590	330	285	1205
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	6	9	1	16
Non-Fiction 100 (NF100)	11	32	7	50
Non-Fiction 200 (NF200)	29	36	16	81
Non-Fiction 300 (NF300)	31	59	32	122
Non-Fiction 400 (NF400)	1	6	2	9
Non-Fiction 500 (NF500)	18	32	17	67
Non-Fiction 600 (NF600)	115	152	122	389
Non-Fiction 700 (NF700)	58	64	22	144
Non-Fiction 800 (NF800)	16	12	9	37
Non-Fiction 900 (NF900)	51	37	29	117
Non-Fiction Blu-Ray (NFBR)	0	0	0	0
Non-Fiction DVD (NFDVD)	76	89	90	255
Nonfiction (NFIC)	2	18	2	22
Nonfiction New (NFNEW)	118	197	79	394
Nonfiction VHS (NFVH)	0	1	0	1
Oversize (OVER)	1	1	2	4
Professional Coll. (PROF)	0	4	0	4
Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	1	0	0	1

Reference (REF)	67	41	26	134
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	0	1	1	2
Software (SWAR)	18	23	20	61
Vertical File (VF)	1	0	6	7
VHS	58	3	50	111
YA Audio book (YAUDB)	1	12	2	15
YA Biography (YAB)	2	3	5	10
YA Books on CD (YABKCD)	1	0	4	5
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	231	162	276	669
YA Music CD (YACD)	5	153	1	159
YA Nonfiction (YANF)	8	10	12	30
YA Paperback Fic (YAPBF)	0	0	0	0
Storage (ZSTO)	9	2	0	11
				0
Free reads	501	364	222	1087
Games/Puzzles	11	21	0	32
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	8228	9379	6311	23918

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	2034	1568	1029	4631
Nonfiction	616	792	423	1831
CHILDREN'S BOOKS				
Fiction	928	1344	825	3097
Nonfiction	404	379	261	1044
YA BOOKS				
Fiction	290	274	297	861
Nonfiction	10	13	17	40
Magazines, Adult	590	330	285	1205
Magazines, Children	32	21	13	66
Sound Recordings, adult	484	558	358	1400
Sound Recordings, ch	48	179	26	253
Online databases	0	0	0	0
Software	18	23	20	61
Vertical file	1	0	6	7
VHS/DVD/Blu-Ray	1884	2650	2209	6743
Equipment	61	48	15	124
Total	7400	8179	5784	21363
A-V Circulation	2434	3410	2613	8457
A-V Circulation as % of total	32.9%	41.7%	45.2%	39.6%

December 2012

END OF MONTH:	DEMOTTE	RENSSELAER	WHEATFIELD
Total Materials Owned	76,754	68,186	51,203
Circulation Increase/Decrease	-1.1%	6.2%	11.0%
XX XXXXXXXXXXXX			
MONTHLY SYSTEM STATISTICS	2011	2012	% change
Current month's Circulation	20,398	21,363	4.7%
Jan. to date circulation	304,104	319,367	5.0%

DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION	
Start of Month	End of Month	Start of Month	End of Month	Start of Month	End of Month
Volumes	Volumes	Volumes	Volumes	Volumes	Volumes
22,126	22,210	12,865	12,949	13,978	14,072
19,257	19,254	20,508	20,668	9,869	9,920
14,224	14,159	12,652	12,605	10,639	10,693
9,572	9,610	6,888	6,911	5,729	5,737
2,146	2,186	2,859	2,862	2,259	2,277
547	553	752	752	122	129
0	0	0	0	0	0
0	0	0	0	0	0
0	0	20	20	0	0
3,240	3,268	3,766	3,776	3,739	3,753
733	747	550	559	780	790
18	18	29	29	7	7
376	376	363	362	179	179
0	0	0	0	4	4
4,239	4,255	6,529	6,551	3,556	3,585
118	118	142	142	57	57
76,596	76,754	67,923	68,186	50,918	51,203

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

December 2012

R5

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
		Hrs.		Hrs.		Hrs.		
INTRALIBRARY LOANS FILLED	179	39	126	27	264	57	569	123
LOCAL HISTORY								
In person	3	1	0	0	0	0	3	1
Letters written	0	0	11	11	0	0	11	11
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use-Wired	817	34	1179	49	527	22	2523	105
Internet use-Wireless	269		548		179		996	
Computer software used	130	11	119	10	126	11	375	31
VCR Use	0	0	0	0	1	0	1	0
Microforms	7	1	8	1	0	0	15	2
CD ROM/Online databases	164	14	275	23	41	3	480	40
Typewriter use	0	0	0	0	0	0	0	0
Other equipment used	0	0	1	0	2	1	3	1
OTHER LIBRARY SERVICES USED								
Outreach activities	22	22	13	9	0	0	35	23
Notarized documents	11	3	5	1	2	1	18	5
Meeting Room Use (no. of group)	38	13	28	9	18	6	84	28
Study room use	26	2	22	2	28	2	76	6
Proctoring	5	3	6	3	1	1	12	6
Tax Forms distributed	0	0	0	0	0	0	0	0
Pull Requests	0	0	0	0	0	0	0	0
E-books downloaded							496	
IN-HOUSE USE ITEMS	94		306		255		655	
SELF-CHECKOUT USE	264		636		482		1382	
INTERLIBRARY LOANS								
Requests made for:	55	14	56	14	24	6	135	34
Items rec'd for:	67	34	41	21	26	13	134	67
Items requested by other libraries	0		0		0		0	
Items supplied to other libraries	0	0	0	0	0	0	0	0

REGISTRATIONS

Total Borrowers	8827	8969	5175	22971
Non-resident, paying	1	2	0	3
PLAC card users	0	3	0	3
Reciprocal borrowers	412	512	114	1038
Number of New Patrons Added	33	43	18	

PROGRAMS

DeMotte	Rensselaer	Wheatfield	TOTAL	HOURS SPENT
Hrs.	Hrs.	Hrs.		

Programs for all ages	4	24	1	6	0	0	5	30
Children's Programs (0-13)	2	12	15	90	6	36	23	138
Number attending	83		233		161		477	
YA Programs (14-17)	1	6	1	6	2	12	4	24
Number attending	17		14		18		49	
Adult Programs	0	0	3	18	1	6	4	24
Number attending	69		70		22		161	
Senior Citizen Programs	4	24	3	18	3	18	10	60
Number attending	35		14		19		68	
Total Number of Programs	11	66	23	138	12	72	46	276
Total Persons Attending	204		331		220		755	
Total Attending Same Month Last Yr.	592		179		275		1046	
Total Staff Hours Spent		254		318		194	767	760
Total Number of In-House Program	9		22		9		40	
Total Attendance	147		304		93		544	
Total Number of Outreach Program	2		1		3		6	
Total Attendance	57		27		127		211	

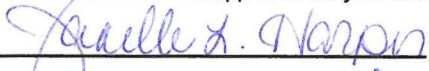
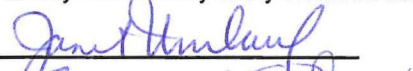
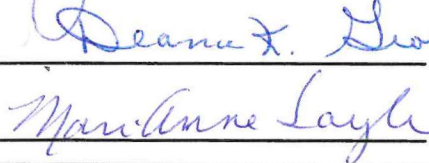
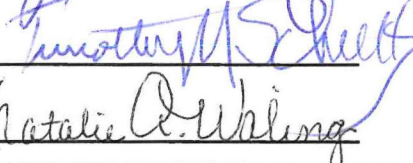
CIRCULATION BY PATRON CODE

PATRONS	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	5380	73.3%	5417	66.6%	4047	70.3%	14844	69.9%
Corporate	5	0.1%	65	0.8%	0	0.0%	70	0.3%
Juvenile 0-11	87	1.2%	300	3.7%	85	1.5%	472	2.2%
Juvenile-AV	940	12.8%	1050	12.9%	587	10.2%	2577	12.1%
Nonresident No Fee	1	0.0%	14	0.2%	22	0.4%	37	0.2%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Adult	231	3.1%	298	3.7%	95	1.7%	624	2.9%
Reciprocal Juvenile	0	0.0%	5	0.1%	10	0.2%	15	0.1%
Reciprocal Juvenile AV	4	0.1%	14	0.2%	0	0.0%	18	0.1%
Reciprocal YA	2	0.0%	18	0.2%	0	0.0%	20	0.1%
Reciprocal YA AV	0	0.0%	0	0.0%	7	0.1%	7	0.0%
School	0	0.0%	5	0.1%	0	0.0%	5	0.0%
School AV	0	0.0%	6	0.1%	0	0.0%	6	0.0%
St. Joseph College	0	0.0%	22	0.3%	0	0.0%	22	0.1%
Staff	434	5.9%	633	7.8%	474	8.2%	1541	7.3%
Walking books	28	0.4%	45	0.6%	0	0.0%	73	0.3%
YA 12-17	17	0.2%	42	0.5%	2	0.0%	61	4.0%
YA-AV	215	2.9%	204	2.5%	426	7.4%	845	4.0%
Total	7344		8138		5755		21237	
All items borrowed by nonresidents	238	3.2%	382	4.7%	134	2.3%	754	3.6%

2013 Salary Ordinance

Employee:	Classification	Date - Wage Increase	Hrs/ Week	Hourly Rate	Proposed Annual Gross Salary
Amalong, Rebecca	TS Librarian	1/1	40	\$21.13	\$43,950.40
Barko, Donna	Spec 1	1/1	35	\$13.23	\$24,078.60
Barton, Angela	Lib 1	1/1	35	\$17.01	\$30,958.20
Boyle, Marlene	Spec 1	1/1	32	\$18.52	\$30,817.28
Brett, Brandi	Clerk-D	1/1,3/16,6/16,12/16	12	9.67/9.77/9.87/9.97	\$6,119.28
Bristol, Evie	YS Spec 3	1/1	35	\$17.16	\$31,231.20
Bryant, Marina	Page-R	1/1	10	\$7.55	\$3,926.00
Capehart, Rebecca	Clerk-R	1/1,1/16,7/16	12	\$9.67/9.77/9.87	\$6,122.88
Carr, Renee	Spec 1	1/1	10	\$19.22	\$9,994.40
Cavinder, Rachael	Spec 3	1/1	35	\$18.15	\$33,033.00
DeJong, Derek	Janitor-R	1/1	10	\$12.33	\$6,411.60
DeVries, Carolyn	Asst 2	1/1	28	\$12.14	\$17,675.84
Del Vecchio, Yvonne	Asst 1	1/1	32	\$11.69	\$19,452.16
Delger, Kim	Asst 2	1/1	32	\$13.27	\$22,081.28
Duran, Emily	Spec 1	1/1	40	\$16.63	\$34,590.40
Edelman, Rebekah	Clerk-R	1/1, 2/1, 8/1	12	\$9.67/9.77/9.87	\$6,115.68
Eenigenburg, Patricia	Clerk-D	1/1,3/16,6/16,12/16	12	\$9.67/9.77/9.87/9.97	\$6,126.48
Evans, Gail	Bus. Mgr	1/1	40	\$22.53	\$6,308.40
Gilmore, Kayann	Bus. Mgr	1/1, 7/16	40	\$16.49/16.98	\$34,769.60
Guritz, Carrie	Page-D	1/1,4/1,7/1	10	\$7.25/7.35/7.45	\$3,835.00
Hausenfleck, Karla	Asst 2	1/1/2012, 10/16	35	\$12.14/12.32	\$22,157.80
Havens, Denise	Clerk-D	1/1	24	\$11.65	\$14,539.20
Hickman, Victoria	Page-R	1/1,3/16,9/16	10	\$7.35/7.45/7.55	\$3,878.00
Hromada, William	Janitor-D/Courier	1/1, 2/16	20	\$11.42/11.59	\$12,029.80
Huddleston, Grace	Page -D	1/1, 1/16	10	\$7.45/7.55	\$3,924.00
Hughes, Nancy	Page-R	1/1, 1/16,7/16	10	\$7.35/7.45/7.55	\$3,896.00
Jones, Jamie	Asst. 2	1/1	40	\$13.15	\$27,352.00
Jones, Margaret	Janitor - W	1/1	13	\$11.88	\$8,030.88
Kooy, Diana	Lib 1	1/1	40	\$22.85	\$47,528.00
Kristoff, Deborah	Clerk - W	1/1	17	\$10.19	\$9,007.96
Kuhn, Rachel	Page-R	1/1, 1/16,7/16	10	\$7.35/7.45/7.55	\$3,896.00
Lambert, Jean	Asst 1-TS	1/1	16	\$10.90	\$9,068.80
Lambert, Jean	Jan - D	1/1	20	\$12.27	\$12,760.80
Lilly, Annette	Clerk-R	1/1	17.5	\$10.28	\$9,354.80
Little, James	Maintenance-W	1/1	3	\$12.94	\$2,018.64
Little, Todd	Maintenance-R	1/1	6	\$12.94	\$4,037.28
Little, Sheila	Sys Adm	1/1	40	\$28.14	\$58,531.20
Molenaar, Mary	Spec. 1	1/1	40	\$14.04	\$29,203.20
Opolski, Diane	Asst 2	1/1	32	\$16.77	\$27,905.28
Phillips, Nancy	Asst 2	1/1	35	\$13.00	\$23,660.00
Poortenga, Linda	Lib 3	1/1	40	\$23.72	\$49,337.60
Postma, Benjamin	Page - D	1/1	10	\$7.70	\$4,004.00
Salter, Beth	Clerk-R	1/1	17.5	\$12.86	\$11,702.60
Sanders, Christina	Janitor-W	1/1, 3/1	13.0	\$11.42/11.59	\$7,814.95
Schoon, Shelby	Page-W	1/1	9.0	\$7.70	\$3,603.60
Smith, Cynthia	Clerk - R	1/1	29	\$10.19	\$15,366.52
Smith, Melissa	Asst 2	1/1, 7/16	40	\$12.14/12.32	\$25,424.00
Speacht, Nanette	Asst 2	1/1	32	\$14.13	\$23,512.32
Steele, Robin	Clerk-W	1/1	14	\$10.60	\$7,716.80
Stringfellow, Patty	Director	1/1	40	\$29.72	\$61,817.60
Sue, Carolyn	Janitor-R	1/1	20	\$12.33	\$12,823.20
Tachtiris, Jill	Ref Spec 3	1/1	40	\$19.50	\$40,560.00
Thompson, Brenda	Lib 3	1/1	40	\$23.36	\$48,588.80
Thompson, Linda	Asst 2	1/1	32	\$15.45	\$25,708.80
Tobias, Sue	HR Spec 3	1/1	32	\$16.61	\$27,639.04
Widner, Melissa	Spec 3	1/1	40	\$16.38	\$34,070.40
Woods, Margaret	Spec 3	1/1	40	\$19.34	\$40,227.20
Wright, Diana	Clerk-W	1/1, 1/16	14	\$9.73/9.83	\$7,153.44
Wynkoop, Dorene	Clerk-W	1/1	14	\$10.51	\$7,651.28
Yockey, Ian	Page-W	1/1,2/16,8/16	9	\$7.35/7.45/7.55	\$3,497.40
Zandstra, Donna	Clerk-W	1/1, 5/1	14	\$9.73/9.83	\$7,132.44
TOTAL			1,490		\$1,175,729.31

We have examined and approved the year 2013 Jasper County Public Library Salary Ordinance dated January 14, 2013

Director's Financial Report 2012

The library began the year with \$2,670,981.57 for all funds and ended with \$2,678,218.48, a gain of \$7,236.91.

Operating Fund receipts exceeded disbursements by \$189,220 with the library only spending 94.1% of our Operating Fund budget. It is our goal to not spend the whole budgeted amount in order to enhance cash flow.

We began 2012 with \$402,763.39 in the Operating Fund. The year ended with a balance of \$591,983.31 which is close to what is needed at the beginning of the year to carry us through until our advanced tax draw in May.

Property tax revenues were 108% of the anticipated amount. License Excise tax was significantly up again in 2012 at 143%. CVET (Commercial Vehicle Excise Tax) was slightly over what was expected but Financial Institution Tax was under by 7.5%. CAGIT (County Adjusted Gross Income Tax) and LOIT Freeze (Local Option Income Tax) were close to what was expected.

The IN State Library electronically transferred \$11,472 into JCPL's bank account for the State Technology Fund Grant (7/1/12-6/30/13). This will pay for 75.7% of our Internet connections.

At the end of 2011, we recognized that there were discrepancies in the Levy Excess Fund. We had \$121,995.32 at the beginning of 2012. In March, our DLGF rep concurred that much of this money was actually not Levy Excess but delinquent taxes and needed to be returned to the funds it was intended. We transferred \$22,646.48 into CPF, \$24,065.91 into BIRF, and \$75,283.17 into Operating. We received another \$15,295.30 in 2012 that was designated for Levy Excess Fund.

We have \$1,245,000 principal and \$206,332.50 interest left to pay on our Bond. The Bond will be paid off in January of 2018.

The board approved the transfer of \$70,000 from the 2012 Operating Fund into LIRF in December giving us a reserve of \$295,486.61. We spent \$11,707 from LIRF to pay for automatic doors & security cameras at Rensselaer and a workroom copier at Wheatfield.

Capital Projects Fund earned \$13,910 primarily from interest on CDs. We have a balance of \$1,251,180.16.

Our sweep account at Alliance Bank interest rate ranged from .35% to .15%. We redeemed 3 CDs during the year at an interest rate of 1.31-1.35%. We were able to re-invest \$1,225,000 of CPF and \$275,000 of Rainy Day funds at .90% for another year. The Investment Report is included in the board packet.

We believe that in 2013 receipts will continue to surpass expenditures contributing to a healthy financial picture for JCPL.

Accounting Practices for 2013

Interest from the Operating Fund and BIRF will be credited to the Operating Fund. LIRF (Library Improvement Reserve Fund) interest will be credited to the LIRF fund. Capital Projects Fund Interest will be credited to the Capital Projects Fund.

Tim Schultz will hold the office of Assistant Board Treasurer and be bonded as is the Treasurer. He will be authorized to sign checks in the absence of the Treasurer.

Alliance Bank, DeMotte State Bank, and PNC are designated as the library's depositories. The majority of the library's funds will be deposited in Alliance Bank. A threshold amount is retained in a checking account there to offset bank charges; the remainder is invested in a Repurchase Agreement.

The Director is authorized to invest library funds in Certificates of Deposit when she deems it to be in the best interests of the Library.

Mileage will be paid at the IRS approved rate.

For employees working 35 or more hours per week, the Library will pay 80% of their health/life insurance premiums through Anthem Blue Cross/Blue Shield. For employees working 30-34 hours per week, the Library will pay 50% of the health/life insurance premium. The Library will pay all but \$1.00 of the life insurance policy for all employees working 30 hours or more per week that elected to take only life insurance.

Electronic fund transfers will be used to pay state, county and federal payroll taxes. They may also be used as an emergency measure when the library is unable to make a timely contractual payment by check.

The Library will pay employees through the use of direct deposit.

Online banking may be used to make payments for utilities, insurance, conference fees, telephone charges, courier mileage, trash pick-up, and other bills that would otherwise incur late fees between library board meetings.

The Director and Business Manager are authorized to make internal bank transfers between library accounts.

The Director may dispose of unwanted or inoperable library property without board approval as long as it has a value of \$1000 or less per item, with a cumulative value of no more than \$5000. Library listservs, E-bay, or other similar online sites will be used for disposal when this seems the most cost-effective method to use.

Blu-ray, VHS and DVD POLICY

1. Borrower must be a registered JCPL library user in good standing.
2. Borrower must be 18 years of age or older, or 17 years of age and younger, with a consent form signed by a parent/legal guardian to borrow Blu-ray/VHS/DVDs.
3. Loan period for entertainment Blu-ray/VHS/DVDs will be three days including Sundays and holidays with no renewals. If the date due falls on a day the library is closed, the date due will be the next date the library is open. Loan period for nonfiction Blu-ray/, VHS/ DVDs will be three weeks, with one renewal.
4. Entertainment Blu-ray/VHS/DVDs may be borrowed for an extended loan period of 1 week with no renewals for educational purposes and for civic organizations. Civic organizations or other entities borrowing Blu-ray/VHS/DVDs for public performance may obtain an extended loan. It is the group's responsibility to determine that the Blu-ray/VHS/DVDs has been cleared for public performance.
5. Each person may borrow three (3) entertainment Blu-ray, three (3) entertainment VHS, three (3) entertainment DVDs, three (3) nonfiction Blu-ray three (3) nonfiction VHS, and three (3) nonfiction DVDs which he/she must return before borrowing others.
6. Fines will be \$1.00 per day per title returned after due date.
7. No reserves will be taken on Blu-ray, VHS or DVDs except in the following situations:

A teacher or student wishing to use a Blu-ray, VHS or DVD in an educational setting may reserve the item for a specific date. For student reserves, verification from a teacher may be required. Other group leaders wishing to use a Blu-ray/VHS/DVD may also reserve the item for a specific date. In all cases, the Blu-ray/VHS/DVD may not be reserved more than 7 days prior to the date needed.

If an entertainment Blu-ray/VHS/DVD is not available, the patron may request that staff place a hold on the desired item if it is currently on the shelf at another branch. In addition patrons wishing to reserve a non-fiction Blu-ray/VHS/DVD may request that staff place a hold on the desired item.

LCD (Digital) Projector Policy

1. Groups which have reserved JCPL's meeting rooms may use the library's LCD (Digital) projector at no cost.
2. The LCD (Digital) Projector may be used in any of the meeting rooms of the DeMotte, Wheatfield, or Rensselaer libraries.
3. The designated LCD (Digital) projector that is housed at Rensselaer may also be rented for use outside the library, with a deposit of \$100 and a \$10.00 fee per day. The \$100 deposit will be refunded as soon as staff determine that all pieces have been returned and the equipment is not damaged.
4. As with all library equipment, the person renting the equipment must be at least 18 years old, a JCPL cardholder in good standing and must sign an agreement to pay for any damage to the equipment incurred during the time it is out of the library's possession.
5. The LCD (Digital) Projector will be reserved on a first come first served basis. It may be borrowed for a period of 24 hours only unless special arrangements have been made through the Outlook Equipment schedulers.
6. Individuals using the projector must provide their own laptop or desktop computer. **{Not all computers are compatible with the LCD (Digital) projector}.**
7. Individuals using the projector must know how to use the equipment. If they do not, they will be required to make an appointment with staff prior to day of use for minimal training. **It is also advisable for presenters to arrive early to check their equipment and the set-up before their presentation begins.**
8. Projector users are responsible for repair or replacement costs of any projector component beyond normal wear.

2/2000; revised 1/13

RESOLUTION TO PAY BILLS WITH PRIOR APPROVAL

Whereas, the Jasper County Public Library must pay its bills on time and the Jasper County Public Library board requests that all bills be paid by their due date, Jasper County Public Library board approves the following types of disbursements be made before the monthly regular scheduled library board meeting as allowed by Indiana Code 36-12-3-16(a)(1-17):

- Property or services purchased or leased from the United States government or its agencies and the state, its agencies, or its political subdivision.
- Dues, subscriptions, and publications.
- License or permit fees.
- Insurance premiums.
- Utility payments or connection charges.
- Federal grant programs where advance funding is not prohibited and the contracting party posts sufficient security to cover the amount advanced.
- Grants of state funds authorized by statute.
- Maintenance and service agreements.
- Legal retainer fees.
- Conference fees.
- Expenses related to the educational or professional development of an individual employed by the library board, including:
 - (A) inservice training;
 - (B) attending seminars or other special courses of instruction; and
 - (C) tuition reimbursement; if the library board determines that the expenditures under this subdivision directly benefit the library.
- Leases or rental agreements.
- Bond or coupon payments.
- Payroll costs.
- State, federal, or county taxes and mandated garnishments.
- Expenses that must be paid because of emergency circumstances.
- Credit card and Store Charge Account payments
- Mileage expenses for courier service by employee
- expenses incurred to advertise and promote the programs and services of the library
- Other expenses described in another library board resolution.

The Jasper County Public Library board requests that each payment of expenses lawfully incurred for library purposes must be supported by a fully itemized invoice or other documentation. The library director must certify to the library board before

payment that each claim for payment is true and correct. This certification must be on a form prescribed by the State Board of Accounts. The library board shall review and allow the claim at the library board's first regular or special meeting following the payment of a claim under this section.

Adopted this 14th day of January, 2013.

NAY

AYE

Quill, S. Harper
Mari Anne Layler
Natalie A. Welling
Janet Winkler
Timothy M. Schell
Deana K. George

ATTEST:

Deana K. George
Secretary of Appropriating Body

R15

LAW OFFICES
DUMAS, WEIST & MAHNESMITH

AN ASSOCIATION INCLUDING A PROFESSIONAL CORPORATION

119 WEST HARRISON STREET

RENSSELAER, INDIANA

47978

MEMBERS OF THE FIRM

RENSSELAER OFFICE:

EDWARD P. DUMAS
KENT E. MAHNESMITH

FOWLER OFFICE:

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THOMAS B. DUMAS

(1918-1996)

WILLIAM J. MORIARTY, JR.
(1939-1993)

(219) 866-4158

FAX (219) 866-2274

edd@nwlls.com

kentm@nwlls.com

August 22, 2007

Patti Stringfellow, Administrator
Jasper County Public Library
208 W. Susan Street
Rensselaer, IN 47978

Re: Conflicts of Interest

Dear Patti:

I am enclosing for your file a copy of Indiana Code 35-44-1-3.

This statute provides that a public servant who knowingly or intentionally has a pecuniary interest in, or who derives a profit from, a contract or purchase with an action by the governmental entity served by the public service commits a crime. However, no crime is committed so long as the public servant makes disclosure under Sections (d)(1) through (d)(6). In order to file disclosures, you can see the required information in subparagraph (d). You will also note that the disclosure statement must be filed with the State Board of Accounts and the Clerk of the Circuit Court in the County where the governmental entity takes action on the contract or purchase.

Therefore, with respect to any disclosures required by your Board members, please note the filing requirements.

If you have further questions, please do not hesitate to call.

Sincerely,

Edward P. Dumas

EPD:bm
Enclosure

**Jasper County Public Library
Long Range Plan 2010-2014**

Our Mission Statement

The Jasper County Public Library's mission is
to inform, enrich and empower our diverse community.

Introduction

In order to fulfill our mission, we must first consider where we are and then consider where we are going. For the past two years we have pondered those very questions and drafted this, our Long Range Plan 2010-2014, which will be our road map for the next five years.

Public libraries today are facing challenges on many fronts. As we consider our diverse community and the data we collected in our User/Non User Survey in 2008 and our Staff Survey in 2009, our areas of focus for the next five years will be:

- our staff
- marketing
- our facilities
- library products/services/programs

In each area of focus community need, funding, and technology will be important considerations.

As with any journey, we recognize there will be twists and turns along the way and perhaps a need to change course. We recognize that a Long Range Plan is a living, breathing document, as dynamic as the community we serve. To help us stay on course and also recognize when portions of the course must change, we will assess our progress along the way, specifically every three months at our Staff and Board meetings. What have we accomplished? What work still needs to be done? Have our communities changed? Have the needs changed? Have community needs changed? We will measure and record our progress. We, our community, Board, and staff will make this journey together. Library Board and Staff are committed to the success of this plan.

Our Role

- The Library provides easy access to:

Books

Audio Books/Playaways/Ebooks

Magazines

Computer Software

Newspapers

Research Materials

CDs

Wired & Wireless Internet

VHS/DVDs/BluRays

Computers/Printers/Scanners

- The Library offers easy access to our facilities, providing convenient hours and adequate space for materials, programming and quiet study.
- The Library serves as a cultural and community center, providing classes, programs and a place for the community to gather.
- The Library is a center for access to local history and genealogical resources relevant to Jasper County
- The Library is on the forefront of the information age. We make it a priority to continually evaluate rapidly changing technology, selecting those technologies which improve or enhance our service.
- The Library cooperates with other libraries to provide better service to its users and make the most effective and efficient use of its tax dollars.
- Trained staff assists users in making full use of library resources, programs, and facilities.

Our Values

- We provide prompt, accurate and friendly service.
- We treat all library users with equal respect and consideration.
- We consider every question valid.
- We provide information expressing various viewpoints.
- We respect and protect the privacy of our patrons to the fullest extent permissible by law.
- We are committed to Intellectual Freedom. We encourage the exchange of ideas and information. We resist all efforts to censor Library resources.

- We encourage and support the highest level of personal initiative and professional development. We provide creative challenges, financial remuneration and continuing education for all staff.
- We foster and support teamwork, cooperation and involvement at all levels of the organization. We treat each other with respect and integrity and work as a team with the board.

(Adopted 1/17/95; revised 9/11)

I. Annual Budget (2013):

Operating \$2,374,771; Debt Service Fund \$318,410; and Library Improvement Reserve Fund \$21,360

II. Facilities

Jasper County Public Library serves all of Jasper County, Indiana except for Carpenter Township and Remington, with the headquarters library in Rensselaer and branches in DeMotte and Wheatfield.

The DeMotte (901 Birch St. S.W.) and Rensselaer (208 W. Susan) libraries, built in 1992, are approximately **17,000 square feet** each. Estimated current value of the Rensselaer library is \$3,783,907. Estimated current value of the DeMotte Library is \$3,495,448 (includes building, contents, outside structures). The Wheatfield Library (350 S. Bierma Street) built in 2005 is **14,900 square feet**. Estimated current value is \$3,073,695. All three buildings are in good condition. The library district does not own any real estate other than described above.

III. Services/ Public Programming

Registered card holders may check out numerous items from our libraries: books, magazines, newspapers, audio books, music CDs, computer software, and entertainment and educational DVDs. The Library does not limit patrons to use of their own agency's collections. It shares material freely among the three locations via daily courier service. It also borrows more than 2,200 items per year from other libraries across the country through interlibrary loan.

The libraries offer a large and varied selection of programs for persons of all ages including Summer Reading programs, author visits, book and film discussions, children's story hours, sign language classes, resume classes, local history and genealogy programs, computer and Internet training classes, blood pressure screenings, and tax assistance for low income persons.

IV. Technology:

The Library uses computers and fax machines to move information quickly among the branches and to and from other libraries and patrons' homes and offices.

Our automated library system provides for the cataloging of materials, circulation functions, record-keeping and an online patron access catalog that patrons can use to place holds on materials, renew materials, and access their patron account information. We also offer one self-checkout station at each library as a means to fulfill the needs and expectations of our technologically astute library users.

The Library has a home page on the World Wide Web (www.myicpl.org) with links guiding Internet users working in the library or in their homes or offices to useful websites. All staff computers and 52 public workstations now have Internet access. Patrons use Internet workstations to file their taxes, search and apply for jobs, do their online banking, renew their license plates, file financial aid forms, take exams, plan a vacation, search for consumer and health information, and for other tasks too numerous to mention.

In addition, a wide-area network allows patrons at all three libraries to access valuable digital collections and allows staff to share files with each other. Patrons at all three libraries have access to all electronic resources from most public workstations. Most of the digital collections leased by the library are also available to patrons from their home or office computers.

All of our libraries provide access to word processing software, children's electronic books, educational programs, and games. The DeMotte and Rensselaer libraries offer access to CD-ROM databases specifically related to Genealogy. In 2006 we digitized a collection of historically significant documents that were the property of Rensselaer resident Robert Huston Milroy, a prestigious Civil War general. These images are accessible via our library website and are useful to Civil War scholars.

Patrons have access to wireless Internet service at all three libraries. This allows patrons to bring their own laptops and other portable electronic devices into our libraries and access the Internet via their own equipment.

The Library owns 4 LCD projectors that may be used in any of our meeting rooms by groups reserving our meeting rooms. One projector may also be rented for use outside the library.

The Library has a portable computer lab that contains 10 laptop computers, an LCD projector, and a printer. The lab is used to provide computer-based instruction to residents of our service area. It may be used at any of our libraries. When it is not being used at any of our locations for a scheduled training session, it is available to businesses and local organizations for hands-

on training for their employees or members. The lab is also available to area colleges who may wish to offer classes using our lab as a satellite location. The lab can only be used in our facilities.

V. Operations:

A seven-member board of trustees governs the library, hiring a Director who manages the day to day operations of the library.

Goals/Objectives

Topic Statement 1: The Library will provide the community with a trained and highly motivated staff with diverse skills who contribute to the achievement of library goals.

Goal/Objective 1: The Library will ensure that staff knows they are the backbone of the library's mission, that they are appreciated, and that their input is considered.

- Library Administration will evaluate benefits for part time employees in 2010.
- Bi-annually the Library Director will review salaries and benefits of area libraries, schools and agencies to ensure salaries and benefits are competitive, beginning in 2011.
- In 2010 the Management Team will determine a means to recognize employees for their contributions and personal achievements.
- Beginning in 2010 Supervisors will seek staff input at monthly staff meetings, and via other alternative means.
- Beginning in 2010 Supervisors will ensure that all staff are in the communication loop, placing special emphasis on library pages and janitorial/maintenance staff.
- As an ongoing activity Supervisors will ensure that all staff members are knowledgeable about library policies and procedures and where such can be found (i.e. binders, library intranet).
- In 2011 Library Administration will evaluate our employee evaluation tool to ensure that it is a tool that provides effective performance feedback and garners employee feedback.
- As an ongoing activity Supervisors will provide adequate and supportive training for new staff members to ensure they reach a minimum level of competency for their position.
- In 2010 the Librarians' Council will investigate the implementation of a circulation trainer in each public service department.

- Managing Librarians will conduct a workload assessment to determine appropriate staffing needs on an annual basis and make a report to the Director in May of each year.
- Beginning in 2010 all staff will work to ensure staff support of decisions.
- Annually in January the Librarians' Council will evaluate staff committees and realign as needed.

Goal/Objective 2: The Library will provide opportunities for professional growth and will encourage staff participation.

- By December 2010, at the direction of their Supervisor, each staff member will create step by step procedures for their specific work tasks and post on the shared drive, updating annually.
- By December 2011, Supervisors will cross train staff members to enable the library to run more smoothly during vacations and leaves and during high traffic times.
- As an ongoing activity Supervisors will ensure that their staff is trained to ensure a basic understanding of technology needed for their own work and to assist patrons.
- As an ongoing activity, the Management Team will coordinate a staff development day to offer training and networking for staff on an annual basis.
- Library Director/Board will budget monies annually for continuing education activities.
- Supervisors will identify staff training needs on an annual basis and assist in locating appropriate training mechanisms.
- All staff, except for janitors and pages, will be encouraged to attend one training activity annually.
- The Management Team, in conjunction with the Training Committee, will seek out a variety of formats and various venues for training and networking opportunities for themselves and those they supervise on an annual basis.
- In 2010 the Grants Committee will investigate means to supplement the library's continuing education budget, with special emphasis on coursework required for children's specialists.
- Supervisors, in conjunction with the Training Committee, will annually seek out training for appropriate library staff in areas such as customer service, time management, publicity and marketing, Spanish, library resources and computer skills.
- By 2012 the Training Committee will develop and implement a training program for all new staff. The training program will also be available as a refresher for existing staff as needed.

- In 2010 the Management Team will investigate means to ensure adequate staffing, to allow staff to attend continuing education opportunities as required.
- Staff, who is required by Indiana law to earn LEUs, will annually acquire at least 1/5 of the total LEUs required in a five year period for their classification.
- In 2010 the Librarians' Council will investigate a way to introduce Lean Principles to staff.

Topic Statement 2: The Library will reach out to the community to increase awareness of its products, resources, and services and communicate that it is always growing and changing with the needs of those it serves.

Goal/Objective 1: The Library will become more visible and be recognized as the go-to source for information, recreation, and personal enrichment.

- As an ongoing activity Library Staff will promote library services to local groups, organizations, businesses and schools, through various means throughout the year.
- Staff responsible for programming will develop outreach programs throughout the year to ensure that members of the community are aware of library resources and services.
- By the beginning of 2012 the Marketing Committee will investigate a method for developing a practical marketing plan and develop one.
- In 2012, the Marketing Committee, in collaboration with Library Board and Staff will create a single library identity, trademark/logo, and brand.
- The Webmaster and the Homepage Committee, in conjunction with all staff, will continually improve and encourage the use of the library's website as a 24/7 branch.
- In 2010 the Marketing Committee will investigate ways to contact new residents to promote library services, programs and collections.
- Managing Librarians will annually evaluate library signage on property and within the community.
- As an ongoing activity the Marketing Committee, Publicity Specialist, and Public Service Staff will utilize existing community mechanisms for marketing, i.e. bank marquee, radio, grocery store bulletin boards, newspaper, cable TV channel, etc.
- By the end of 2010 the Marketing Committee in conjunction with Library Administration will evaluate/revise and re-distribute the brochure that explains how to give or leave money to the Library Fund at the Jasper Foundation.
- Managing Librarians will evaluate library location maps for accuracy and revise as needed.

- As an ongoing measure in March 2010, 2012, and 2014, the Management Team will create and implement a bi-annual user/non-user survey to assess levels of satisfaction with materials, services, programs, and hours of operation.
- Supervisors will encourage staff participation in and collaboration with community organizations and activities as scheduling will allow.
- The Management Team in conjunction with the Marketing Committee will review and revise all promotional materials annually in March.
- In 2011 the Management Team will investigate an electronic mechanism to create/distribute library newsletter.
- The Management Team will identify annually in April segments of the population which may be underserved in regard to library services (due to their lack of knowledge of what's available) and determine whether they have needs the library could meet and how they could be met.
- The Management Team will actively participate in all pertinent state/local planning for the future of Public Libraries in the state of Indiana on an annual basis.

Topic Statement 3: The Library will operate and maintain facilities based on the changing role of the library and the needs of the community.

Goal/Objective 1: The Library will strive to provide a safe and secure environment for staff and library patrons.

- Managing Librarians will test emergency exits annually in April.
- In 2012 the Grants Committee will identify and recommend a funding source for implementing emergency lighting inside the Rensselaer and DeMotte buildings.
- As an ongoing activity the Management Team in conjunction with the Training Committee will ensure that staff is trained in how to handle themselves when encountering a difficult patron or situation and to be aware of not only their own environment but also that of the patrons.
- Managing Librarians will ensure that staff are trained annually in April on building emergency procedures including fire, tornado, and shut off of water and electricity.
- In 2011 Managing Librarians will facilitate labeling of interior room doors for ease of navigation.
- In 2010 The Director, in collaboration with Managing Librarians, will investigate security camera systems and implement in 2011 as budget will allow.
- As an ongoing activity Supervisors will ensure that staff are trained and empowered to manage patron behavior matters and have the ability to consistently enforce guidelines and consequences for patron behavior.
- The Librarians' Council will investigate the necessity for and method for implementation of regular canine building searches in 2011.

Goal/Objective 2: The Library will maintain optimal building maintenance for longevity and appearance and manage the current facilities' resources and space in the best possible manner.

- Managing Librarians, in conjunction with Maintenance staff, will assess the interior and the exterior of their buildings, grounds and lighting, and make written quarterly (March, July, September, December) reports to the director with an end goal of being proactive with necessary repairs.
- By the end of 2010, the Director, in conjunction with Managing Librarians, will facilitate the development of attractive, manageable and affordable landscape schemes for all libraries and make a recommendation to the Board.
- In 2010 the Librarians' Council will evaluate condition of interior spaces (such as countertops, plumbing fixtures, window treatments, etc.), and Director will make a recommendation to the Board in regards to necessary improvements and a potential timeline.
- In 2011 the Director and Department Heads will facilitate the cleaning up/tidying up and improved functionality of interior spaces for optimal efficiency, seeking professional guidance regarding functionality of staff office/workroom space at DeMotte and Rensselaer and making adjustments as budget will allow.
- The Grant Committee will recommend a funding source to provide automatic door openers at Rensselaer and DeMotte Libraries by May 2010 with implementation to occur as funding is available.
- Beginning in 2010 all departments will investigate and implement Go Green initiatives and encourage sustainability.
- In 2013, the Director, in conjunction with Managing Librarians will determine a method for acoustical testing and conduct testing as budget will allow, recommending any necessary modifications to the Board to address noise levels in public and staff areas.
- In 2010, the Director will investigate the feasibility of hiring a Facilities Manager.
- In 2012 Managing Librarians will investigate the need for implementation of an outdoor staff space.
- In 2010 the Director will investigate costs associated with adding additional parking spaces on the east and west sides of the Rensselaer Library and make a recommendation to the Board in regards to implementation.
- In 2013, the Library Board, in collaboration with Director and staff, will determine a long range plan for the DeMotte Library, specifically considering reorientation/renovation of existing facility or building a new facility.

Topic Statement 4: The Library will provide and expand products, services, and programs to meet the needs of the community.

Goal/Objective 1: Library users will find print and non-print collections that engage personal interest and reflect current trends.

- Materials selectors will continue to read journals and seek other sources to stay abreast of trends and public interest, utilizing the Publisher's Weekly Best Seller List as an ordering tool.
- Appropriate staff will annually evaluate the print and non-print collection to ensure a balanced collection that is relevant to the community.
- As a part of collection maintenance, at the direction of Managing Librarians staff will annually engage in de-selection activities, utilizing the Crew Method.
- The Management Team will annually evaluate formats to be added to the collection, considering community need. Formats will be implemented simultaneously in all libraries with Board approval.
- The Management Team will annually consider formats to deselect, or no longer add to our collections and make a recommendation to the Board.

Goal/Objective 2: The Library will evaluate its website and social network components and consider future direction and growth for this department.

- The Management Team, in conjunction with the Web Master and Homepage Committee, will annually evaluate and implement the use of social network sites, changing sites as dictated by user need.
- The Management Team, in conjunction with the Web Master and Homepage Committee will regularly maintain a high level of excellence on the library's website, ensuring that it is eye-catching, easy to navigate and contains a large amount of information on programming and events, improving and upgrading as time and money will allow.
- The Webmaster will maintain the website as a 24/7 department of the library.
- The Homepage Committee, in conjunction with the Management Team, will conduct a web survey bi-annually.
- In June the Web Master will make an annual report to the Board on the status of the website and objectives for the coming year.

Goal/Objective 3: Children, teens, and adults will discover programs and activities that provide quality, recreational experiences and support their interests in popular culture, current events, and lifelong learning.

- Appropriate staff will expand or create relevant, helpful, and entertaining programs for all age groups in our communities on an annual basis.
- As an ongoing activity staff will regularly participate in lifelong learning and literacy initiatives as resources allow.

- The Management Team will ensure that the library's bi-annual survey will assess community satisfaction with library programs and solicit feedback as to desired program topics.
- As an ongoing activity programming staff will stay abreast of popular culture and current events to ensure interesting and relevant programming.

Goal/Objective 4: The Library will investigate and implement current technology relevant to the library to ensure that patrons can access what they need quickly and conveniently.

- The Systems Administrator, in collaboration with the Management Team, will continually evaluate and implement stable and reliable Internet access, wired and wireless, and network connectivity for all libraries.
- The New Technologies Committee will monitor emerging technologies and practices and make recommendations in August to the Management Team as to resources and services most needed in the community.
- The Management Team will continue to monitor and utilize social network and instant messaging options that can be used to interact with our community and each other.
- The Management Team will investigate the need for and the feasibility of adding cable/satellite access at each library and make a recommendation to the Board by December 2012.
- The Librarians' Council will continue to monitor the effectiveness of our automated system.
- In 2010 the Technical Services Librarian, in collaboration with the Management Team, will implement a more user-friendly PAC.
- The Director and Systems Administrator, in collaboration with the Management Team, will review and update the library Technology Plan annually.

Goal/Objective 5: The Library will evaluate genealogy and local history resources and consider future direction and growth for this service.

- By the end of 2011 Genealogy/local history staff will determine a scope for collection development in the area of local history/genealogy that corresponds to community needs.
- Beginning in 2011 Genealogy/Local History Staff will partner with local historical groups in their community to stay abreast of local history matters, avoid redundancy of services, and develop programs of mutual interest, as staffing will allow.
- In 2010 Genealogy/local history staff will determine local history collections to be digitized and proceed with digitization as time and money will allow.

- The Grants Committee will identify a funding source to purchase companion scanners for the ST200 digital microfilm machines located at the DeMotte and Rensselaer Libraries by the end of 2012.
- As an ongoing activity Genealogy/local history staff will ensure that genealogy and local history collections are secure and well maintained.
- As an ongoing activity Genealogy/Local History Staff will investigate new resource sharing opportunities and implement as feasible.

Adopted November 2009; reviewed and revised 1/13

Director's Report December 2012

Board of Finance:

Each January, the Library Board is required to organize as a 'Board of Finance', elect officers, receive an annual investment report, and review their investment and financial policies and practices. You have always chosen to elect the officers of the Library Board as the officers of the Board of Finance. **The board will need to vote to elect the officers of the Library Board as the officers of the Board of Finance.**

Please see R 8 for your 2012 Director's Financial Report.

A list of Outstanding Checks has been provided as information. Please see F2.2. As per IC 5-11-10.5 all outstanding checks and unpaid checks more than two years old by December 31 are deemed void. The library has four outstanding checks that are listed on page F2.2. All of these checks were patron refunds. These will be receipted back into the operating fund.

We recommend that the Accounting Practices 2013 be adopted. Please refer to R 9 to review the recommended Accounting Practices 2013.

The Board will need to adopt the Resolution to Pay Bills with Prior Approval. Please see R 13.

The Library Board needs to designate that the Rensselaer Republican and the Kankakee Valley Post News are the two newspapers the Library will use to publish notices.

Consent Agenda:

You will be approving the minutes of the December board meetings, bills, and financial reports.

2013 Salary Ordinance: Please refer to R 7. The 2013 Salary Ordinance reflects a 3% increase in the salary of all employees eligible for a full increase as approved at the December 2012 meeting. Some new employees (or employees recently given new positions) will get no % increase. Others who have worked in their present position for more than 3 months but less than 8 months receive a 1% increase. These are the basic terms of the Personnel Policy. **If you approve the Consent Agenda items, you will approve the 2013 Salary Ordinance.**

Policies for Review: Two policies are up for review in January-the LCD Projector Policy and Blu-Ray, VHS, & DVD Policy. Revisions to the LCD Projector Policy

are recommended. Please see attached. We have inserted the word Digital because we have noticed that in some literature this type of projector is referred to as a digital projector. Item 3 has been split into two items because we felt like it was a lot of information to absorb and placing it into two paragraphs may help with staff and patron understanding. We bolded the last portion of item six for emphasis and added a sentence to point seven. We have found that presenters often have technical difficulties that could be prevented if they would simply check their equipment and set-up prior to getting started. We will try reminding them of this point in an effort to reduce anxiety for them and us. No revisions are recommended to the Blue Ray, VHS & DVD Policy. **Please see R 10 & R 12. If you approve the Consent Agenda items you will approve revising the LCD Projector Policy as presented.**

Long Range Plan Revision: I have revised the Long Range Plan to include the 2013 budget figures. Please see R 18. Revised portions are highlighted. **If you approve the Consent Agenda Items you will approve revising the Long Range Plan as presented.**

General Business:

Treasurer and Assistant Treasurer Oaths of Office: Janelle Harper and Tim Schultz will take their oaths as incoming Treasurer and Assistant Treasurer.

Conflict of Interest: In August of 2007 I received a letter from Ed Dumas that he asked me to share with all Board members at our January meeting. Please see R 15. For the past three years Tim has signed a conflict of interest form due to his ownership of a hardware store in DeMotte with whom we do some business. If, after reading this letter, you feel it necessary to sign a conflict of interest form, we can provide one for you and will file it with the appropriate government office.

Committee Assignments:

According to the Bylaws of the Board of Trustees the President shall appoint 3-member standing committees at the January meeting. Standing committees shall consist of the Budget Committee, Bylaws and Policy Review Committee, Director's Evaluation Committee, and Nominating Committee. Other committees shall be appointed at the discretion of the President.

Building Insurance: As per our list of Board/Admin Tasks, every three years the Library Board will solicit bids for library insurance. 2013 is our year to do this, and we begin this process in January. We will review the process.

Director's Report:

I spent the last month of the year presenting year-end reviews to managers and preparing for 2013. There are numerous documents that have to be created, duplicated, and distributed as we transition to a new business year.

Recently I received a request for a copy of a letter that is a part of our General Milroy Collection. A researcher found this document via our digital collection. In my correspondence with her, she shared the following: "I am a professional genealogist. Henrietta Bachrach, the woman who wrote this heartfelt letter to General Milroy, is the great-great grandmother of my client, a woman who lives in Seattle, Washington. Her great, great grandparents, Henrietta and Isaac Bachrach, came over here from Germany so early (sometime before the Civil War), that it is hard to find documents for them. But THIS is such a treasure, to see in her own great great grandmother's hand, this poignant letter to a Union general. Background: Henrietta's husband Isaac died in Richmond from an accidental death in 1861, and Henrietta was alone in Richmond with her two children, Isabel and Simon, when her husband's death occurred. Somehow she found herself in Winchester, probably penniless, a widow with two young children, and General Milroy must have provided food and sustenance for her and the kids. I'm covered with goose bumps just thinking about it. So I'd like for her great, great granddaughter to receive a copy of the letter...for her and her husband and children to read, to cherish, to understand better their family history, to have respect for General Milroy and to think of the myriad stories of that terrible war." History has come alive for this library user and for her client, what a wonderful impact on someone's life, made possible by the library!

System Administrator News

Sheila participated in Tech Savvy Staff and Zinio webinars. She uninstalled eTrust antivirus and installed ESET and configured on all PCs. She completed end-of-year purchasing.

Arrgh! Update: 11 service requests opened and 11 closed.

Technical Services News

The last box of the year was unpacked in December and staff made headway with the cataloging backlog. Schedules were rearranged to accommodate vacation days.

Becky wrapped up employee annual evaluations.

DeMotte Library News

Brenda contacted the DeMotte Chamber of Commerce to sign the library up as a member in 2013. She will represent the library at the meetings and looks forward to networking with area businesses.

Children's programming included a Scholastic Book Fair, author visit, visit with Santa, a Wii gaming day, and board game day. A miniature winter village scene was displayed in the foyer display case.

Rensselaer Library News

The Annual Tree Walk generated 820 food items for the local food pantry. A volunteer counted, bagged, and delivered the items.

The December Teen Program drew a big crowd as teens make sequin ornaments and decorative boxes that they could give as Christmas presents. Younger children enjoyed a visit with Santa. One parent commented that their child looks forward to the program each year.

Wheatfield Library News

Rachael reports, "December was a good month for programs" with good attendance at the Christmas toddler time, story time, afterschool program, and Gift in a Jar program for teens. The Friends of the Library put up the Christmas trees and end caps featured Christmas books.

A new water heater had to be installed as the old one corroded and sprang a leak. We were able to replace it with the same model which made for a 'no fuss' installation.

Please contact me if you are unable to attend the January Board Meeting or if you have any questions about materials in your packet.-Patty

JCPL FINANCIAL STATEMENT

December 31, 2012

	Beginning 2012 Balance	Current Month Disbursements	Y-T-D Disbursements	Current Month Receipts	Y-T-D Receipts	Ending Balance
Operating Fund	\$402,763.39	\$241,049.25	\$2,135,868.77	\$533,323.98	\$2,325,088.69	\$591,983.31
Public Library Access Card Fund	\$50.00	\$0.00	\$100.00	\$0.00	\$50.00	\$0.00
Gift Fund	\$8,652.97	\$3,059.10	\$12,581.31	\$348.66	\$13,130.69	\$9,202.35
DeMotte	\$1,880.46	\$297.61	\$2,881.52	\$328.66	\$3,131.28	\$2,130.22
Rensselaer	\$4,953.13	\$2,481.00	\$7,303.24	\$20.00	\$7,320.36	\$4,970.25
Wheatfield	\$1,819.38	\$280.49	\$2,396.55	\$0.00	\$2,679.05	\$2,101.88
Library Improvement Reserve Fund	\$236,626.60	\$0.00	\$11,707.36	\$70,069.46	\$70,567.37	\$295,486.61
Bond & Interest Redemption Fund	\$362,848.59	\$0.00	\$317,847.50	\$43,743.99	\$147,300.56	\$192,301.65
Rainy Day Fund	\$301,421.83	\$0.00	\$0.00	\$0.00	\$3,407.19	\$304,829.02
Includes Investments of: \$275,000.00						
State Technology Fund Grant Fund	\$8,793.00	\$0.00	\$8,793.00	\$11,472.00	\$11,472.00	\$11,472.00
Capital Projects Fund	\$1,214,624.03	\$0.00	\$0.00	\$3.01	\$36,556.13	\$1,251,180.16
Includes Investments of: \$1,225,000.00						
Host/Hospitality Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levy Excess Fund	\$121,995.32	\$0.00	\$121,995.56	\$0.00	\$15,295.54	\$15,295.30
Sales Tax	\$45.19	\$0.00	\$44.36	\$3.78	\$70.57	\$71.40
Construction Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$8,486.04	\$101,798.97	\$8,486.04	\$101,798.97	\$0.00
FICA Tax Collected	\$0.00	\$5,307.77	\$63,207.59	\$5,307.77	\$63,207.59	\$0.00
State Tax Collected	\$3,421.24	\$3,631.21	\$41,793.86	\$3,474.65	\$41,847.22	\$3,474.60
County Tax Collected	\$2,546.79	\$2,795.41	\$31,557.96	\$2,652.03	\$31,663.25	\$2,652.08
Deferred Comp.	\$0.00	\$2,680.00	\$32,130.00	\$2,680.00	\$32,130.00	\$0.00
#125 Pre-tax Plan	\$0.00	\$2,800.21	\$38,080.00	\$2,800.43	\$38,080.00	\$0.00
Employee Life Insur.	\$0.00	\$135.16	\$1,631.92	\$135.16	\$1,631.92	\$0.00
Employee P.E.R.F.	\$6,922.62	\$2,645.15	\$36,249.33	\$2,645.15	\$29,326.71	\$0.00
Garnishments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Credit Union	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EIC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL ALL FUNDS.....	\$2,670,981.57	\$272,589.30	\$2,955,387.49	\$687,146.11	\$2,962,624.40	\$2,678,218.48

Bank Balances**Jasper County Public Library****Report as of: 12/31/2012**

Bank		
1	Alliance Bank	\$1,167,861.02
2	Demotte State Bank	\$4,469.95
3	Alliance Bank-LIRF Acct	\$0.00
4	PNC Bank	\$5,617.51
5	Cash On Hand	\$270.00
6	Kentland Bank CD#400043192	\$725,000.00
7	Rensselaer Bnkg Ctr CD#400042127/400042839	\$0.00
8	Rensselaer Banking Ctr CD#400042716	\$0.00
9	Kentalnd Bank CD#400043306	\$500,000.00
10	Kentland Bank CD#400043193	\$275,000.00
Total all banks =		\$2,678,218.48

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

OPEN INVESTMENTS:

<u>Renewal Date</u>	<u>CD #</u>	<u>Issued By</u>	<u>Terms</u>	<u>Principal</u>	<u>%-Interest</u>	<u>Account</u>	<u>Purchase Date</u>	<u>Interest Earned</u>	<u>Comments</u>
6/14/2013	400043192	Kentland Bank	12 mon	\$725,000.00	0.90%	CPF	6/14/2012		
6/14/2013	400043193	Kentland Bank	12 mon	\$275,000.00	0.90%	Rainy Day	6/14/2012		
8/10/2013	400043306	Kentland Bank	12 mon	\$500,000.00	0.90%	CPF	8/10/2012		

CLOSED INVESTMENTS:

5/31/2012	400042716	Kentland Bank	12 mon	\$500,000.00	1.35%	CPF	5/31/2011	\$6,814.38	
5/31/2012	400042716	Kentland Bank	12 mon	\$250,000.00	1.35%	Rainy Day	5/31/2011	\$3,407.19	
8/5/2012	400042839	Kentland Bank	12 mon	\$500,000.00	1.31%	CPF	8/5/2011	\$6,560.36	

TOTAL INTEREST EARNED:

\$16,781.93

F2.2

List of 2yr old checks to be Voided
January 14, 2013

Pursuant to IC 5-11-10.5, all checks outstanding and unpaid for a period of two years as of December 31 of each year are void.

OUTSTANDING CHECKS

5/10/2010	Ck#29425	\$5.00 Operating Fund
5/10/2010	Ck#29450	\$18.95 Operating Fund
9/13/2010	Ck#29734	\$6.99 Operating Fund
12/29/2010	Ck#30064	\$3.99 Operating Fund

Appropriation Report for 100 OPERATING FUND

Jasper County Public Library

Report Date: From 12/1/2012 To 12/31/2012

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>1. Personal Services</i>							
1.11 SALARY OF LIBRARIAN	\$59,592.00	\$326.66	\$59,918.66	\$5,000.66	\$59,918.66	\$0.00	100.0
1.12 SALARY OF ASSISTANTS	\$1,043,191.00	\$1,899.16	\$1,045,090.16	\$87,840.68	\$1,045,090.16	\$0.00	100.0
1.13 WAGES OF JANITORS	\$69,120.00	(\$17,328.72)	\$51,791.28	\$3,901.40	\$51,791.28	\$0.00	100.0
1.21 EMPLOYER'S SHARE-FICA	\$89,651.00	(\$1,899.16)	\$87,751.84	\$7,186.61	\$87,425.18	\$326.66	99.6
1.22 UNEMPLOYMENT COMPENSATION	\$3,324.00	(\$665.08)	\$2,658.92	\$0.00	\$2,503.10	\$155.82	94.1
1.23 EMPLOYER'S CONTRIB.- PERF	\$76,128.00	\$17,993.80	\$94,121.80	\$6,382.90	\$94,121.80	\$0.00	100.0
1.24 EMPLOYER'S CONTRIB.- INS.	\$98,002.00	(\$305.96)	\$97,696.04	\$8,277.12	\$97,358.85	\$337.19	99.7
Subtotal	\$1,439,008.00	\$20.70	\$1,439,028.70	\$118,589.37	\$1,438,209.03	\$819.67	99.9
<i>2. Supplies</i>							
2.11 OFFICIAL RECORDS	\$425.00	\$0.00	\$425.00	\$62.14	\$270.95	\$154.05	63.8
2.12 STATIONERY AND PRINTING	\$450.00	\$0.00	\$450.00	\$0.00	\$215.50	\$234.50	47.9
2.13 OTHER OFFICE SUPPLIES	\$7,000.00	\$1,611.03	\$8,611.03	\$1,042.89	\$8,611.03	\$0.00	100.0
2.21 CLEANING & SANITATION SUPPLIES	\$6,000.00	\$527.18	\$6,527.18	\$939.25	\$6,527.18	\$0.00	100.0
2.23 OTHER OPERATING SUPPLIES	\$6,200.00	\$54.27	\$6,254.27	\$140.74	\$6,254.27	\$0.00	100.0
2.31 BUILDING MATERIALS & SUPPLIES	\$2,500.00	(\$1,611.03)	\$888.97	\$10.37	\$509.72	\$379.25	57.3
2.32 PAINT AND PAINTING SUPPLIES	\$150.00	\$386.68	\$536.68	\$0.00	\$536.68	\$0.00	100.0
2.33 REPAIR PARTS	\$2,500.00	(\$968.13)	\$1,531.87	\$46.86	\$998.33	\$533.54	65.2

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
2.41 LIBRARY SUPPLIES	\$14,600.00	\$0.00	\$14,600.00	\$1,213.59	\$13,124.05	\$1,475.95	89.9
2.42 MARKETING SUPPLIES	\$100.00	\$0.00	\$100.00	\$0.00	\$20.21	\$79.79	20.2
Subtotal	\$39,925.00	\$0.00	\$39,925.00	\$3,455.84	\$37,067.92	\$2,857.08	92.8
<i>3. Other Services and Charges</i>							
3.13 LEGAL SERVICES	\$4,000.00	\$0.00	\$4,000.00	\$0.00	\$3,164.00 ✓	\$836.00	79.1
3.14 OTHER PROFESSIONAL SERVICES	\$5,000.00	\$324.20	\$5,324.20	\$120.09	\$5,324.20 ✓	\$0.00	100.0
3.145 DATABASES & LICENSING SERVICES	\$0.00	\$21,193.00	\$21,193.00	\$0.00	\$19,583.71 ✓	\$1,609.29	92.4
3.146 E-BOOKS SERVICES	\$0.00	\$7,000.00	\$7,000.00	\$7,000.00	\$7,000.00 ✓	\$0.00	100.0
3.21 TELEPHONE	\$5,000.00	\$0.00	\$5,000.00	\$152.22	\$2,864.58 ✓	\$2,135.42	57.3
3.22 POSTAGE	\$3,000.00	\$0.00	\$3,000.00	\$23.55	\$2,719.13 ✓	\$280.87	90.6
3.23 MILEAGE	\$21,000.00	\$0.00	\$21,000.00	\$2,303.22	\$18,445.87 ✓	\$2,554.13	87.8
3.24 PROFESSIONAL MEETINGS	\$8,000.00	\$385.40	\$8,385.40	\$257.32	\$8,385.40 ✓	\$0.00	100.0
3.25 FREIGHT	\$1,500.00	\$117.20	\$1,617.20	\$192.87	\$1,617.20 ✓	\$0.00	100.0
3.26 NETWORKING	\$35,400.00	(\$8,354.22)	\$27,045.78	\$1,191.00	\$3,057.00 ✓	\$23,988.78	11.3
3.31 ADVERTISING & PUBLIC NOTICES	\$800.00	\$0.00	\$800.00	\$28.75	\$173.57 ✓	\$626.43	21.7
3.33 MARKETING ADVERTISING	\$1,300.00	\$72.90	\$1,372.90	\$0.00	\$1,372.90 ✓	\$0.00	100.0
3.41 OFFICIAL BONDS	\$200.00	\$0.00	\$200.00	\$0.00	\$200.00 ✓	\$0.00	100.0
3.42 OTHER INSURANCE	\$26,000.00	\$0.00	\$26,000.00	\$0.00	\$25,408.00 ✓	\$592.00	97.7
3.51 GAS	\$30,000.00	\$0.00	\$30,000.00	\$1,870.81	\$17,196.73 ✓	\$12,803.27	57.3
3.52 ELECTRICITY	\$75,000.00	\$6,552.83	\$81,552.83	\$6,180.32	\$81,552.83 ✓	\$0.00	100.0
3.53 WATER	\$1,600.00	\$63.30	\$1,663.30	\$162.55	\$1,663.30 ✓	\$0.00	100.0
3.54 WASTE DISPOSAL SERVICES	\$5,400.00	\$200.36	\$5,600.36	\$460.28	\$5,600.36 ✓	\$0.00	100.0
3.61 BUILDING & STRUCTURES	\$58,600.00	\$0.00	\$58,600.00	\$2,848.50	\$46,220.74 ✓	\$12,379.26	78.9

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
3.62 EQUIPMENT REPAIRS	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$263.25 ✓	\$736.75	26.3
3.72 EQUIPMENT RENTALS	\$300.00	\$280.40	\$580.40	\$9.95	\$580.40 ✓	\$0.00	100.0
3.91 DUES	\$2,200.00	\$243.84	\$2,443.84	\$74.00	\$2,443.84	\$0.00	100.0
3.93 TAXES & ASSESSMENTS	\$325.00	\$0.00	\$325.00	\$0.00	\$0.00 ✓	\$325.00	0.0
3.94 TRANSFER TO LIRF	\$100,000.00	\$0.00	\$100,000.00	\$70,000.00	\$70,000.00 ✓	\$30,000.00	70.0
3.95 BOOK REIMBURSEMENT	\$50.00	\$635.61	\$685.61	\$39.95	\$685.61 ✓	\$0.00	100.0
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00 ✓	\$120.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$112,397.00	\$0.00	\$112,397.00	\$1,362.20	\$95,983.39 ✓	\$16,413.61	85.4
Subtotal	\$498,192.00	\$28,714.82	\$526,906.82	\$94,277.58	\$421,506.01	\$105,400.81	80.0
4. Capital Outlays							
4.4 FURNITURE & EQUIPMENT	\$33,550.00	\$0.00	\$33,550.00	\$287.79	\$32,707.12 ✓	\$842.88	97.5
4.51 BOOKS	\$150,000.00	\$3,159.22	\$153,159.22	\$15,021.53	\$137,682.33 ✓	\$15,476.89	89.9
4.52 PERIODICALS & NEWSPAPERS	\$25,000.00	\$0.00	\$25,000.00	\$550.06	\$18,572.06 ✓	\$6,427.94	74.3
4.53 NONPRINTED MATERIALS	\$81,000.00	(\$27,943.55)	\$53,056.45	\$8,867.08	\$50,124.30	\$2,932.15	94.5
Subtotal	\$289,550.00	(\$24,784.33)	\$264,765.67	\$24,726.46	\$239,085.81	\$25,679.86	90.3
Grand Total	\$2,266,675.00	\$3,951.19	\$2,270,626.19	\$241,049.25	\$2,135,868.77	\$134,757.42	94.1

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for 120.03 RENS/DEM & WHTFLD BIRF

Jasper County Public Library

Report Date: From 12/1/2012 To 12/31/2012

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>3. Other Services and Charges</i>							
3.14 OTHER PROFESSIONAL SERVICES	\$630.00	\$0.00	\$630.00	\$0.00	\$630.00	\$0.00	100.0
3.81 PAYMENT OF BONDS	\$245,000.00	\$0.00	\$245,000.00	\$0.00	\$245,000.00	\$0.00	100.0
3.82 INTEREST-BONDS	\$72,218.00	\$0.00	\$72,218.00	\$0.00	\$72,217.50	\$0.50	100.0
Subtotal	\$317,848.00		\$317,848.00	\$0.00	\$317,847.50	\$0.50	100.0
Grand Total	\$317,848.00	\$0.00	\$317,848.00	\$0.00	\$317,847.50	\$0.50	100.0

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for 130 LIRF FUND

Jasper County Public Library

Report Date: From 12/1/2012 To 12/31/2012

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
3. Other Services and Charges							
3.14 OTHER PROFESSIONAL SERVICES	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	0.0
3.61 BUILDING & STRUCTURES	\$46,082.00	(\$7,437.36)	\$38,644.64	\$0.00	\$4,270.00	\$34,374.64	11.0
Subtotal	\$56,082.00	(\$7,437.36)	\$48,644.64	\$0.00	\$4,270.00	\$44,374.64	8.8
4. Capital Outlays							
4.4 FURNITURE & EQUIPMENT	\$0.00	\$7,437.36	\$7,437.36	\$0.00	\$7,437.36	\$0.00	100.0
Subtotal	\$0.00	\$7,437.36	\$7,437.36	\$0.00	\$7,437.36	\$0.00	100.0
Grand Total	\$56,082.00	\$0.00	\$56,082.00	\$0.00	\$11,707.36	\$44,374.64	20.9

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Changes to Appropriations

<i>Date</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Reason</i>
12/27/2012	100 OPERATING FUND	1.11 SALARY OF LIBRARIAN	\$326.66	Transfer per Board Mtg Approval 12/27/12
12/27/2012	100 OPERATING FUND	1.12 SALARY OF ASSISTANTS	\$1,899.16	Transfer per Board Mtg Approval 12/27/12
12/27/2012	100 OPERATING FUND	1.13 WAGES OF JANITORS	(\$17,328.72)	Transfer per Board Mtg Approval 12/27/12
12/27/2012	100 OPERATING FUND	1.21 EMPLOYER'S SHARE-FICA	(\$1,899.16)	Transfer per Board Mtg Approval 12/27/12
12/27/2012	100 OPERATING FUND	1.22 UNEMPLOYMENT COMPENSATION	(\$665.08)	Transfer per Board Mtg Approval 12/27/12
12/27/2012	100 OPERATING FUND	1.23 EMPLOYER'S CONTRIB.-PERF	\$17,993.80	Transfer per Board Mtg Approval 12/27/12
4/16/2012	100 OPERATING FUND	1.24 EMPLOYER'S CONTRIB.-INS.	\$20.70	Reimbursed for Vision Premium-Vis, Jan&Feb 2012, A/P #34 & 140
12/27/2012	100 OPERATING FUND	1.24 EMPLOYER'S CONTRIB.-INS.	(\$326.66)	Transfer per Board Mtg Approval 12/27/12
12/27/2012	100 OPERATING FUND	2.13 OTHER OFFICE SUPPLIES	\$1,611.03	Transfer per Board Mtg Approval 12/27/12
12/27/2012	100 OPERATING FUND	2.21 CLEANING & SANITATION SUPPLIES	\$527.18	Transfer per Board Mtg Approval 12/27/12
12/27/2012	100 OPERATING FUND	2.23 OTHER OPERATING SUPPLIES	\$54.27	Transfer per Board Mtg Approval 12/27/12
12/27/2012	100 OPERATING FUND	2.31 BUILDING MATERIALS & SUPPLIES	(\$1,611.03)	Transfer per Board Mtg Approval 12/27/12
12/27/2012	100 OPERATING FUND	2.32 PAINT AND PAINTING SUPPLIES	\$386.68	Transfer per Board Mtg Approval 12/27/12
12/27/2012	100 OPERATING FUND	2.33 REPAIR PARTS	(\$968.13)	Transfer per Board Mtg Approval 12/27/12
12/27/2012	100 OPERATING FUND	3.14 OTHER PROFESSIONAL SERVICES	\$324.20	Transfer per Board Mtg Approval 12/27/12
5/15/2012	100 OPERATING FUND	3.145 DATABASES & LICENSING SERVICES	\$21,193.00	Transfer per 5/14/12 Board Mtg Resolution
5/15/2012	100 OPERATING FUND	3.146 E-BOOKS SERVICES	\$7,000.00	Transfer per 5/14/12 Board Mtg Resolution
12/27/2012	100 OPERATING FUND	3.24 PROFESSIONAL MEETINGS	\$385.40	Transfer per Board Mtg Approval 12/27/12
12/27/2012	100 OPERATING FUND	3.25 FREIGHT	\$117.20	Transfer per Board Mtg Approval 12/27/12
12/27/2012	100 OPERATING FUND	3.26 NETWORKING	(\$8,354.22)	Transfer per Board Mtg Approval 12/27/12
12/27/2012	100 OPERATING FUND	3.33 MARKETING ADVERTISING	\$72.90	Transfer per Board Mtg Approval 12/27/12
12/27/2012	100 OPERATING FUND	3.52 ELECTRICITY	\$6,552.83	Transfer per Board Mtg Approval 12/27/12
12/27/2012	100 OPERATING FUND	3.53 WATER	\$63.30	Transfer per Board Mtg Approval 12/27/12
12/27/2012	100 OPERATING FUND	3.54 WASTE DISPOSAL SERVICES	\$200.36	Transfer per Board Mtg Approval 12/27/12
12/27/2012	100 OPERATING FUND	3.72 EQUIPMENT RENTALS	\$280.40	Transfer per Board Mtg Approval 12/27/12
12/27/2012	100 OPERATING FUND	3.91 DUES	\$243.84	Transfer per Board Mtg Approval 12/27/12
2/13/2012	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$15.00	refund on Lost Bk Pd 1/16/12 & Found - A/P#111.
2/13/2012	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$36.45	Refund on Lost Bk Pd 1/13/12 & Found - A/P#119
3/12/2012	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$5.95	Refund on Lost Bk Pd 2/8/12 & Found - A/P#175.
4/9/2012	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$8.95	Refund on Lost Bk Pd 2/2/12 & Found - A/P#282
4/9/2012	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$8.99	Refund on Lost Bk Pd 3/22/12 & Found - A/P#241

<i>Date</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Reason</i>
4/9/2012	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$150.95	Refund on Lost Bk Pd 3/6/12 & Found - A/P#261
5/10/2012	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$12.95	J. Warsing Reimbursed Lib in cash for Lost ILL Book, A/P #310 (IMPCL)
5/14/2012	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$12.69	Refund on Lost Bk Pd 3/31/12& Found - A/P#380
5/14/2012	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$13.37	Refund on Lost Bk Pd 1/26/12 & Found - A/P#347
6/11/2012	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$16.99	E.Myers Refund on Lost Bk Pd 5/24/12 & Found - A/P#462
6/11/2012	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$17.99	K. Blankenship Refund on Lost Bk Pd 3/29/12& Found - A/P#474
6/11/2012	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$5.95	S.Scroggins Refund on Lost Bk Pd2/28/12 & Found - A/P#4492
8/13/2012	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$15.00	R. McMahan Refund on Lost Bk Pd 6/29/12 & Found - A/P#665
8/13/2012	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$13.54	J. Burton Refund on Lost Bk Pd 5/2/12 & Found - A/P#644
8/13/2012	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$9.44	J. Crawford Refund on Lost Bk Pd 8/1/12 & Found - A/P#643
9/10/2012	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$5.36	S. Scroggins Refund on Lost Bk Pd 8/8/12 & Found - A/P#742
10/8/2012	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$12.99	S. Kallenbach Refund on Lost Bk Pd 8/24/12 & Found - A/P#820
10/8/2012	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$10.95	S. Riffe Refund on Lost Bk Pd 2/7/12 & Found - A/P#818
10/8/2012	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$30.50	S. Greene Refund on Lost Bk Pd 6/11/12 & Found - A/P#816
10/8/2012	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$7.99	M. Gilchrist Refund on Lost Bk Pd 8/22/12 & Found - A/P#808
10/8/2012	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$12.99	K. Bracht Refund on Lost Bk Pd 8/16/12 & Found - A/P#806
11/12/2012	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$13.95	N. Thomas Refund on Lost Bk Pd 9/25/12 & Found - A/P#917
11/12/2012	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$42.93	J. Jordan Refund on Lost Bk Pd 9/10/12 & Found - A/P#900
12/10/2012	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$29.95	L. VanderMolen Refund on Lost Bk Pd 9/18/12 & Found - A/P#1004
12/27/2012	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$10.00	Ralph Gustafson Refund on ILL Fee Pd 12/5/12- A/P#1089
12/27/2012	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$113.79	Transfer per Board Mtg Approval 12/27/12
1/3/2012	100 OPERATING FUND	4.51 BOOKS	\$3,159.22	Encumbered per Board Mtg Approval, 12/28/11.
1/3/2012	100 OPERATING FUND	4.53 NONPRINTED MATERIALS	\$231.46	Encumbered per Board Mtg Approval 12/28/11.
5/10/2012	100 OPERATING FUND	4.53 NONPRINTED MATERIALS	\$17.99	K. Schara Reimbursed Lib in cash for Damaged DVD, A/P #295
5/15/2012	100 OPERATING FUND	4.53 NONPRINTED MATERIALS	(\$28,193.00)	Transfer per 5/14/12 Board Mtg Resolution
1/4/2012	110.01 DEMOTTE GIFT FUND	2.41 LIBRARY SUPPLIES	\$4.20	Refund of Sales Tax on Subway -A/P #7
12/27/2012	130 LIRF FUND	3.61 BUILDING & STRUCTURES	(\$7,437.36)	Transfer per Board Mtg Approval 12/27/12
12/27/2012	130 LIRF FUND	4.4 FURNITURE & EQUIPMENT	\$7,437.36	Transfer per Board Mtg Approval 12/27/12

<i>Date</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Reason</i>
Net Changes by Fund				
<i>Fund Number</i>		<i>Net Change</i>		
	100		\$3,951.19	
	110.01		\$4.20	
	130		\$0.00	

Voucher List

Jasper County Public Library

Report Date: From 12/1/2012 To 12/31/2012

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
31788	966	AARON HELMS	12/10/2012	Rens: mowing 10/2-11/13/12; DeM: mowing 10/2-10/16/12; Wh: mowing 10/2-11/14/12	\$890.00
31789	967	ACE HARDWARE	12/10/2012	DeMotte: Grounding Plug	\$4.49
31790	968	AFFORDABLE ALTERNATIVES	12/10/2012	Look For! Labels	\$46.85
31791	969	REPUBLIC SERVICES OF INDI	12/10/2012	Wh. Trash Pick up- December	\$54.88
31792	970	AMERICAN LIB. ASSN.	12/10/2012	Book	\$49.50
31793	971	ANGELA BARTON	12/10/2012	Third Thursday Supplies. Mileage: Books 2 Bridges	\$63.11
31794	972	ANTHEM BLUE CROSS BLUE S	12/10/2012	Health Insurance Premiums-December	\$10,176.36
31795	973	ANTHEM LIFE	12/10/2012	Life Insurance Premiums-December	\$103.14
31796	974	BAKER & TAYLOR	12/10/2012	Books, Continuations, AV, Auto. Yours	\$9,696.57
31797	975	BAKER & TAYLOR ENTERTAIN	12/10/2012	DVDs	\$96.45
31798	976	REBECCA AMALONG	12/10/2012	Mileage: Staff Development Day & Management Meeting	\$46.60
31799	977	BLUETARP FINANCIAL, INC	12/10/2012	Sealant, Putty, Paper Towels, & Coat & Hat Hooks	\$18.05
31800	978	BRACKEMYRE PUBLISHING	12/10/2012	2013 Indiana Media Directory	\$85.00
31801	979	BRENDA THOMPSON	12/10/2012	Mileage: Books 2 Bridges, Evaluation	\$78.26
31802	980	CAPITAL ONE BANK (USA), NA	12/10/2012	Workshop Fee, DVD's, Parking & Expenses (Bookkeeping Wksp), B2B Expenses, Mgmt Mtg supplies, Winter Read Spplies, Christmas Party Supplies, Flashdrives, SHRM meeting	\$546.14
31803	981	CULLIGAN OF KOUTS	12/10/2012	Water Cooler Rental, Drinking water refills @ Wh	\$63.95
31804	982	DELTA DENTAL	12/10/2012	Dental Premium- January (19 people)	\$531.10
31805	983	DEMOTTE CARPET, INC	12/10/2012	Ren. Men's & Women's Washroom Wall Tile repairs	\$925.50
31806	984	DEMCO	12/10/2012	Plastic Mag. Display, Hangup Bags, Poster Set, Magazine Lit Holder, Quick Gard Flex, Wire Tabletop 4 Tier Display	\$251.74
31807	985	DIANA KOOY	12/10/2012	Holiday Music Program Supplies, Book Discussion Supplies	\$25.37
31808	986	DUCKWALL-ALCO STORES, IN	12/10/2012	Friends Luncheon	\$32.77
31809	987	EDUCATION NETWORKS OF A	12/10/2012	Internet Access- November 2012	\$1,191.00
31810	988	EMILY DURAN	12/10/2012	Milroy Program Expenses. Mileage: Positivity meeting	\$59.92
31811	989	FASE-KALUF TV & APPLIANCE	12/10/2012	Cordless Telephone Batteries	\$43.98
31812	990	FINDAWAY WORLD, LLC	12/10/2012	Playaways	\$2,583.76
31813	991	GALE	12/10/2012	Books	\$1,239.50
31814	992	HERITAGE OFFICE PRODUCT	12/10/2012	Nametag- Patty	\$11.50
31815	993	HIGHSMITH CO. INC.	12/10/2012	Bookmarks & Labels	\$345.67
31816	994	HP PRODUCTS CORP.	12/10/2012	Disinfectant, M-Fold Towel, Glene, Bowl Cleaner, Hand Sanitizer	\$234.30
31817	995	INTELLIGENT CLEANING SYST	12/10/2012	Toilet Tissue & Kitchen Roll Towels	\$228.72
31818	996	JEAN LAMBERT	12/10/2012	Mileage: Deposits, Cleaning Supplies, Post Office	\$13.15
31819	997	JAMES R. LITTLE	12/10/2012	Mag. Rack Materials, Faucett Handle Parts, Mileage: Pick up parts	\$122.34
31820	998	COMMUNITY MEDIA GROUP, I	12/10/2012	Renewal of KV Post 11/21/12-11/21/13-DeM.	\$55.00
31821	999	KIM DELGER	12/10/2012	Counterparts Expenses. Mileage: Counterparts, Return Book Discussion Books	\$63.91
31822	1000	DEBORAH KRISTOFF	12/10/2012	Substitute Courier Mileage 11/28/12 - 11/30/12	\$66.60
31823	1001	LEGAL DIRECTORIES PUBLIS	12/10/2012	2012 Indiana Legal Directory	\$67.75
31824	1002	LINDA POORTENGA	12/10/2012	Mileage: Library Council, Books 2 Bridges, Mgmt Mtg	\$126.54
31825	1003	LIBRARY VIDEO COMPANY	12/10/2012	DVDs	\$486.69
31826	1004	LINDA VANDERMOLLEN	12/10/2012	Refunded pd Lost item & then returned	\$29.95
31827	1005	MAPLE TRONICS COMPUTER	12/10/2012	Endpoint Antivir Protection	\$1,176.00
31828	1006	MELISSA J. WIDNER	12/10/2012	Baby Wipes	\$31.96
31829	1007	MIDWEST TAPE	12/10/2012	Children Audio Books	\$682.20
31830	1008	MOTION PICTURE LICENSING	12/10/2012	License Certificate - Wh. Lib (1/3/13-1/3/14)	\$100.09

Printed on Saturday, December 29, 2012

Page 1 of 4

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
31831	1009	NANETTE SPEACHT	12/10/2012	Counterparts Expenses. Mileage: Staff Development day	\$16.88
31832	1010	NIPSCO	12/10/2012	Wh: Utilities 10/31/12-11/29/12	\$2,002.63
31833	1011	PRAIRIE WRITERS GUILD	12/10/2012	Book	\$57.80
31834	1012	QUILL CORPORATION	12/10/2012	Stamp Pad, Fax Cartridge, Toner, Dual Laser Pack, Index Card	\$431.53
31835	1013	RACHAEL CAVINDER	12/10/2012	Mileage: Nursery School Visit, Marketing Meeting	\$31.08
31836	1014	RECORDED BOOKS, LLC	12/10/2012	Audiobooks	\$1,996.54
31837	1015	RENSSELAER CHAMBER OF C	12/10/2012	September & October luncheon meetings	\$16.00
31838	1016	ROTARY CLUB of RENSSELAER	12/10/2012	Membership Dues/Meals - Sept/Oct 2012	\$88.00
31839	1017	SHOWCASES	12/10/2012	DVD Cases	\$230.04
31840	1018	SUE TOBIAS	12/10/2012	Mileage: Deposits, ILL, SHRM Meeting, & Orientations	\$70.60
31841	1019	SVT, LLC	12/10/2012	Third Thursday Program	\$16.74
31842	1020	THE TIMES	12/10/2012	Renew Subscription 12/15/12-12/15/13	\$221.00
31843	1021	TOWN OF WHEATFIELD	12/10/2012	Wastewater Services-December	\$56.65
31844	1022	YVONNE DEL VECCHIO	12/10/2012	Retirement Party Expenses	\$23.53
31845	1023	WAL-MART COMMUNITY/GEM	12/10/2012	Afterschool Program, Cleaning Supplies, Juv. Library Supplies, Prizes for 2013 Halloween Happenings, Program Supplies, DVDs, Movie Expenses	\$1,816.78
31846	1024	WASTE MANAGEMENT	12/10/2012	Dem: Trash Pick Up-December	\$69.30
31847	1025	WESTON WOODS	12/10/2012	Audio Books	\$62.89
31848	1026	WORLD BOOK INC.	12/10/2012	Books	\$542.95
31849	1027	KATHLEEN ZELLON	12/10/2012	Mileage: Substitute Courier	\$33.30
0	1028	ALLIANCE BANK	12/10/2012	Direct Deposit Fees-Nov	\$37.40
31850	1029	OVERDRIVE	12/10/2012	Electronic E-book Services: Content (Dec 2012 & Jan2013) & Mtnce Fee	\$500.00
31851	1030	STAPLES CREDIT PLAN	12/10/2012	Brother 2480 Intellifax Machine @ Wh Lib	\$149.99
31852	1031	TOWN OF DEMOTTE	12/10/2012	DeM Lib. Sewer Service, November 2012	\$71.90
0	1032	GREAT-WEST RETIREMENT S	12/10/2012	Annuity withheld from December 10, 2012 payroll (online conf#VB9B6TLO)	\$1,340.00
0	1033	INDIANA DEPARTMENT OF RE	12/20/2012	State & County Taxes w/held 10 December 12 Payroll, ref #68865 Verification #32	\$6,426.62
0	1034	INPRS fbo PERF	12/10/2012	12/10/12 Payroll Contributions	\$4,589.34
	1035	IRS USA TAXPAYMENT	12/11/2012	EFT- withheld from 10 December 12 payroll ref#74803867	\$10,535.02
	1036	JOSEPH ZELLON	12/10/2012	Courier mileage 11/16-11/30/12 (online conf#HB4B5T1X)	\$233.10
0	1037	PAYROLL	12/10/2012	PAYROLL	\$48,516.02
0	1038	MAGAZINE SUBSCRIPTION SE	12/10/2012	Correct Fund Entry for Wheatfield Library (only) on A/P 949. (Quiltmakers from Wh.Gift Fund)	\$0.00
0	1039	AFLAC	12/21/2012	Supplemental insurance withheld from 12/21/12 payroll. (online payment conf#YBZB7QXA)	\$209.48
0	1040	CENTURYLINK	12/10/2012	Local phone service-Nov, Rens Lib (Confirm #DB6BQTU)	\$91.00
0	1041	CENTURYLINK	12/21/2012	Wheatfield Local & Fax -November-Confirm #OBPBQXA & GBOBZQXA)	\$52.97
0	1042	CENTURYLINK	12/21/2012	Dem., Rens., & Wh. Long Distance-November	\$8.25
0	1043	CITY OF RENSSELAER	12/21/2012	Utilities-Rensselaer, 11/8/12-12/7/12 (online pymt conf#WB6B8QXA)	\$2,870.56
0	1044	GREAT-WEST RETIREMENT S	12/21/2012	Annuity withheld from December 21, 2012 payroll (online conf#MBJBFQ39)	\$1,340.00
0	1045	IRS USA TAXPAYMENT	12/21/2012	EFT- withheld from 21 December 12 payroll ref#33258713	\$10,445.40
0	1046	JOSEPH ZELLON	12/21/2012	Courier mileage 12/1/12-12/15/12 (online conf#KBCBHQYA)	\$333.00
0	1047	NIPSCO	12/21/2012	Dem: Utilities 11/2/12-12/4/12	\$3,494.04
0	1048	PAYROLL	12/21/2012	PAYROLL	\$48,226.72
0	1049	INPRS fbo PERF	12/21/2012	12/21/12 Payroll Contributions	\$4,438.71
0	1050	VISION SERVICE PLAN- (IN)	12/21/2012	Vision Premium, Dec 2012, Confirmation #VBSBUQG9	\$192.41
31855	1051	ACE HARDWARE	12/27/2012	Batteries, utility brush	\$24.97
31856	1052	AFFORDABLE ALTERNATIVES	12/27/2012	3 Day Loan stickers	\$69.25

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
31857	1053	ANGELA BARTON	12/27/2012	Mileage 12/19/12: B2B	\$49.95
31858	1054	BAKER & TAYLOR	12/27/2012	Books, Continuations, AV, Auto. Yours	\$3,366.15
31859	1055	BLACKSTONE AUDIO, INC	12/27/2012	Audio Books- replacement of damaged disc	\$10.00
31860	1056	BLUETARP FINANCIAL, INC	12/27/2012	Switch box, conduit, weather proof cover	\$10.37
31861	1057	BOYCE FORMS/SYSTEMS	12/27/2012	Tax Forms	\$62.14
31862	1058	BRENDA THOMPSON	12/27/2012	Mileage 12/6-12/7/12: PERF Workshop, worked Rens. Staff Christmas Party	\$48.84
31863	1059	BRIAN ORBAN	12/27/2012	Wh: Blew out sprinkler system	\$350.00
31864	1060	CARDINAL OFFICE PRODUCT	12/27/2012	DeM. Workroom copier quarterly maintenance fees	\$577.22
31865	1061	COUNTRYSIDE LANDSCAPING	12/27/2012	DeM: Fall cleanup of landscape beds	\$100.00
31866	1062	DEMCO	12/27/2012	Tape, toddler labels, 2 bean bag chairs	\$149.10
31867	1063	DEMOTTE CHAMBER OF COM	12/27/2012	Yearly Membership Dues	\$50.00
31868	1064	DIANE OPOLSKI	12/27/2012	Mileage 1/30/12: ASK Committee Meeting	\$23.31
31869	1065	DONNA BARKO	12/27/2012	Mileage 11/18/11-12/17/12: Took ILLS to Post Office, Bank Deposits, Cops Night Out, Worked Wh. Staff Christmas Party, Delivered ILLS & items for student orientation packets to St. Joe	\$33.97
31870	1066	ELLISON EDUCATIONAL EQUI	12/27/2012	2 Die Cuts	\$68.90
31871	1067	EVELYN BRISTOL	12/27/2012	Mileage 11/12-11/29/12: School Visits, Marketing Committee Meeting, Positivity Committee Meeting, Deliver flyers to schools	\$38.85
31872	1068	FASTSPRING	12/27/2012	DNS Redirector v.7	\$78.75
31873	1069	FLEX-PAC INC	12/27/2012	Disposable gloves, kleenex, hand soap, trash bags	\$376.00
31874	1070	GAIL EVANS	12/27/2012	Mileage 10/1-12/20/12: Bank Deposits, Post Office, AVC Meeting, Deliver Board Packets; Parking at AVC Meeting	\$135.93
31875	1071	GALE	12/27/2012	Books	\$130.37
31876	1072	HERITAGE OFFICE PRODUCT	12/27/2012	Nametag, Wh: Yearly service contract on patron copier	\$333.60
31877	1073	INDIANA NEWSPAPERS INC. #	12/27/2012	Rens: The Indianapolis Star subscription 1/1/13-12/31/13	\$294.03
31878	1074	JASPER COUNTY HOSPITAL	12/27/2012	DeM: Water Test (Coliform & Nitrates),	\$20.00
135	1075	JASPER COUNTY PUBLIC LIBR	12/27/2012	Close Out LIRF Account per Board Meeting 12/10/12	\$225,486.61
31880	1076	JASPER CO. VETERANS COU	12/27/2012	2 US Flags, 1 Indiana Flag	\$100.00
31881	1077	JEFF GASTINEAU	12/27/2012	Rens: Santa for Santa Visit	\$30.00
31882	1078	KANKAKEE VALLEY PUBLISHI	12/27/2012	Legal Ad in KV Post 8/23/12 & 8/30/12	\$28.75
31883	1079	LINDA POORTENGA	12/27/2012	Mileage 11/28-12/5/12: Positivity Committee Meeting, Branch Counterparts Meeting	\$81.03
31884	1080	LINDA THOMPSON	12/27/2012	Mileage 12/7/12: Worked Rens. Staff Christmas Party	\$24.42
31885	1081	MELISSA A. SMITH	12/27/2012	Mileage 7/21-12/19/12: Bank Deposits, Walking Books Visits, Walmart for Movie Snacks	\$59.55
31886	1082	MIDWEST TAPE	12/27/2012	DVDs	\$194.74
0	1083	M W INSURANCE AGENCY	12/27/2012	Treasurer & Asst. Treasurer Bonds, 2013 (payable in 2013)	\$0.00
31888	1084	NANETTE SPEACHT	12/27/2012	Mileage 12/6/12: PERF Meeting	\$24.42
31889	1085	OFFICE DEPOT	12/27/2012	Filament tape, card stock, index card box, index cards, hanging file tabs, ink cartridges, invisible tape, toner cartridge, colored round stickers	\$346.55
31890	1086	OVERDRIVE	12/27/2012	Ebook content for Consortium & Advantage accounts	\$6,500.00
31891	1087	PEGGY WOODS	12/27/2012	Mileage 10/30-12/14/12: Post Office, Bank Deposits, Walmart-AV shopping & returns	\$10.10
31892	1088	QUILL CORPORATION	12/27/2012	Ink cartridges, pens, ruled pads of paper, binder clips, CD file folders,	\$220.86
31893	1089	RALPH GUSTAFSON	12/27/2012	Refund on ILL Loaning Fee	\$10.00
31894	1090	RAYANN GILMORE	12/27/2012	Mileage 11/8-12/12/12: Bank Deposits, Post Office, Deliver Board Packets, Bookkeeping Workshop, Banks for new signature cards; Fold-up Hand Truck	\$140.92
31895	1091	RAYANN GILMORE	12/27/2012	Rens. Petty Cash: postage, markers, parking	\$19.77
31896	1092	RAYANN GILMORE	12/27/2012	Wh. Petty Cash: postage, lock for display case, bandaids, toilet brush	\$18.54
31897	1093	RECORDED BOOKS, LLC	12/27/2012	Audiobooks	\$92.47

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
31898	1094	ROEING CORP.	12/27/2012	Surge protector, wireless keyboard & mouse, DVD player	\$137.80
31899	1095	SHEILA MAXWELL	12/27/2012	Mileage 10/31-12/18/12: Positivity Committee Meeting, Management Meeting, Copier/Scanner/Printer Setup at Wh., Support Meetings with Branch Managers	\$177.60
31900	1096	SVT, LLC	12/27/2012	Staff Christmas Party expenses, Santa Visit expenses, Christmas Movie Program expenses	\$97.36
31901	1097	SUE TOBIAS	12/27/2012	Mileage 12/5-12/19/12: AVC Meeting, Bank Deposits, Pick-up retirement cake, Post Office, HealthCare Meeting	\$151.24
31902	1098	TECH SMITH	12/27/2012	Snagit Single-User Upgrade License	\$43.00
31903	1099	UNIQUE MANAGEMENT SERVI	12/27/2012	Initial & Secondary Collections, October & November 2012	\$425.48
31904	1100	WORLD BOOK INC.	12/27/2012	Encyclopedias	\$1,638.00
31905	1101	YVONNE DEL VECCHIO	12/27/2012	Mileage 10/1-12/12/12: Deliver Community Connections Newsletter, Walking Books Visits	\$50.51
31906	1102	WAL-MART COMMUNITY/GEM	12/27/2012	Christmas Storytime expenses, Christmas Teen Program expenses, Cleaning Supplies, Milroy Program expenses, DVDs, CDs	\$348.96
0	1103	JASPER COUNTY PUBLIC LIBR	12/27/2012	Funds transferred from Operating into LIRF per Board resolution 12/10/12	\$70,000.00
31907	1104	PRECISION CONTROL SYSTE	12/27/2012	DeM: replaced actuator, replaced packing in VAV#20 valve, checked temp. settings in managers office & reset	\$583.00
Total Amount of Claims					\$498,075.91

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Saturday, December 29, 2012

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 4 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$498,075.91

Date this 14th day of January, 2013.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

JASPER COUNTY PUBLIC LIBRARY

F5a

Receipt Breakdown
December 31, 2012

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
FINES & FEES:			\$1,845.20	\$33,662.97
DeMotte	\$729.84	\$10,965.42		
Rensselaer	\$657.62	\$14,210.30		
Wheatfield	\$457.74	\$8,487.25		
PHOTOCOPIES:			\$580.65	\$9,840.70
DeMotte	\$234.35	\$4,084.22		
Rensselaer	\$207.35	\$3,665.73		
Wheatfield	\$138.95	\$2,090.75		
INTEREST (Checking, Repurchase, CDs):.....			\$61.07	\$1,690.57
TAXES:			\$530,783.19	\$2,192,097.43
Property Tax	\$391,126.85	\$1,152,632.58		
LOIT	\$17,903.58	\$214,842.96		
License Excise Tax	\$57,953.00	\$111,112.84		
Financial Institution Tax	\$1,518.90	\$3,037.80		
CVET(Commercial Vehicle Excise)	\$7,473.80	\$14,947.60		
Local Option/Certified Shares	\$45,173.41	\$586,575.88		
Local Option/Property Tax Repl.	\$9,633.65	\$108,947.77		
TAXABLE SALES:-.....			\$3.87	\$166.92
REFUNDS:			\$50.00	\$87,630.10
Rebates/Refund	\$0.00	\$654.35		
Insurance Claims/Reimbursements	\$0.00	\$10,292.22		
Meeting Room Rental	\$50.00	\$800.00		
Reimbursement	\$0.00	\$21.78		
Fixed Asset Sales	\$0.00	\$550.00		
Miscellaneous Receipts	\$0.00	\$28.58		
Interfund Transfer	\$0.00	\$75,283.17		
TOTAL OPERATING FUND RECEIPTS.....			\$533,323.98	\$2,325,088.69
PLAC FUND:.....			\$0.00	\$50.00
GIFT FUNDS:			\$348.66	\$13,130.69
DeMotte	\$328.66	\$3,131.28		
Rensselaer	\$20.00	\$7,320.36		
Wheatfield	\$0.00	\$2,679.05		
LIB. IMPROV. RESERVE FUND:			\$70,069.46	\$70,567.37
Interest Earned	\$69.46	\$567.37		
Transfer from OPERATING	\$70,000.00	\$70,000.00		
BOND & INTEREST REDEMPTION FUND:		\$103,556.57	\$43,743.99	\$147,300.56
Property Tax	\$38,296.14	\$112,729.00		
License Excise Tax	\$4,716.05	\$9,042.05		
Financial Institution Tax	\$123.60	\$247.20		
CVET(Commercial Vehicle Excise)	\$608.20	\$1,216.40		
Interfund Transfer	\$0.00	\$24,065.91		
RAINY DAY FUND:		\$3,407.19	\$0.00	\$3,407.19
Special CAGIT Distribution	\$0.00	\$0.00		
Interest Earned	\$0.00	\$3,407.19		
STATE TECHNOLOGY FUND GRANT FUND:-.....		\$0.00	\$11,472.00	\$11,472.00
CAPITAL PROJECTS FUND:		\$36,553.12	\$3.01	\$36,556.13
Interest Earned	\$3.01	\$13,909.65		
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Interfund Transfer	\$0.00	\$22,646.48		
HOST/HOSPITALITY FUND:-----			\$0.00	\$0.00
LEVY EXCESS FUND:-----			\$0.00	\$15,295.54
SALES TAX:-----			\$3.78	\$70.57
CASH CHANGE FUND			\$0.00	\$0.00
SUB-TOTAL (page 1).....			\$658,964.88	\$2,622,938.74

WITHHOLDING ACCOUNT FUNDS:

			\$28,181.23	\$339,685.66
FIT Tax Collected	\$8,486.04	\$101,798.97		
FICA Collected	\$5,307.77	\$63,207.59		
State Tax Collected	\$3,474.65	\$41,847.22		
County Tax Collected	\$2,652.03	\$31,663.25		
Deferred Comp Plan	\$2,680.00	\$32,130.00		
Pre-tax Insurance Plans	\$2,800.43	\$38,080.00		
Life Insurance	\$135.16	\$1,631.92		
PERF	\$2,645.15	\$29,326.71		
Garnishments	\$0.00	\$0.00		
Credit Union	\$0.00	\$0.00		
TOTAL RECEIPTS - ALL FUNDS.....			\$687,146.11	\$2,962,624.40

Voucher List**Jasper County Public Library****Report Date: From 1/1/2013 To 1/14/2013**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
31908	1	BANK OF NEW YORK MELLON	1/10/2013	2004 Bond Payment	\$157,640.00
0	2	BILL HROMADA	1/10/2013	Courier Mileage, 12/16/12-12/31/12 Confirm #JBCBPQ2F	\$266.40
0	3	GREAT-WEST RETIREMENT S	1/10/2013	Annuity Withheld from 1/10/13 Payroll (Confirm #ZB1BHQTF)	\$1,340.00
0	5	IRS USA TAXPAYMENT	1/10/2013	EFT-FICA & Federal Taxes w/held January 10, 13, Ref #00281912	\$11,363.52
0	6	WAL-MART COMMUNITY/GEM	1/14/2013	Correct Fund Entry, See A/P #152 (2012)	\$0.00
0	7	PAYROLL	1/10/2013	PAYROLL	\$48,181.67
31909	8	4-COUNTY SUPPLY	1/14/2013	Toilet Replacement Parts	\$124.95
31910	9	ALLIED WASTE SERVICES #71	1/14/2013	Trash Service-Whtfld, January	\$54.88
0	10	ALLIANCE BANK	1/14/2013	Direct Deposit Fees-December 2012	\$37.80
31911	11	ANTHEM BLUE CROSS BLUE S	1/14/2013	Health Premium-Jan 2013, 19 employees	\$11,883.72
31912	12	ANTHEM LIFE	1/14/2013	Life Ins. Premium, Jan. 2013	\$103.14
31913	13	BAKER & TAYLOR	1/14/2013	Books, Continuations, Auto Yours, Gift Books, AV,shipping	\$2,534.72
31914	14	BLUETARP FINANCIAL, INC	1/14/2013	Paint for Shelves	\$8.98
31915	15	BOISE PUBLIC LIBRARY	1/14/2013	ILL Book not Returned	\$19.50
31916	16	CAPITAL ONE BANK (USA), NA	1/14/2013	Friends luncheon expenses, B2B expenses, Branch Counterparts expenses, Santa Visit,Children's Supplies, Janitorial Supplies	\$411.36
31917	17	CULLIGAN OF KOUTS	1/14/2013	Wh: Water Cooler Rental (Jan)	\$9.95
31918	18	D & S COMPUTER SERVICES	1/14/2013	Website Hosting quarterly pymt	\$120.00
31919	19	DAVIS WATER SERVICES, INC.	1/14/2013	Dem: Tanin Unit Rental- Oct, Nov, Dec 2012	\$90.00
31920	20	DEPARTMENT OF HOMELAND	1/14/2013	Elevator Inspection	\$120.00
31921	21	DIANA KOOY	1/14/2013	Mileage: Librarian's Council, B2B, Evaluation	\$72.15
31922	22	ENA SERVICES LLC	1/14/2013	Internet Access- December 2012	\$1,434.87
31923	23	ENGAGED PATRONS.ORG	1/14/2013	Events Page Hosting Service	\$229.00
31924	24	GALE	1/14/2013	Books	\$1,277.81
31925	25	THE GREAT COURSES	1/14/2013	Book on CD	\$99.95
31926	26	INDIANA DEPT. OF WORKFOR	1/14/2013	4th Quarter 2013 Unemployment Compensation Pymt	\$241.44
31927	27	INDIANA LIBRARY FEDERATIO	1/14/2013	2013 ILF Legislative Day Registration Fee- P. Stringfellow	\$15.00
31928	28	INTELLIGENT CLEANING SYST	1/14/2013	Kitchen Roll Towels, Multi-fold Towels	\$188.50
31929	29	JAMES R. LITTLE	1/14/2013	Outlet with Surge Protections	\$25.48
31930	30	KIRBY RISK CORPORATION	1/14/2013	Halogen Bulbs	\$21.20
31947	31	KOLORTECH, INC.	1/14/2013	Flourescent Lights, Light Bulbs	\$877.10
31932	32	LAFAYETTE BANK AND TRUST	1/14/2013	Lockbox Rental, 2013	\$55.00
31933	33	LEARNINGEXPRESS, LLC	1/14/2013	Learn-A-Test online database Subscription, 1/15/13-1/14/14	\$1,560.00
31934	34	MIDWEST TAPE	1/14/2013	Audiobook	\$19.99
31935	35	MOVIE LICENSING USA	1/14/2013	Site Licenses for Movie Copyright Compliance, 2/1/13-1/31/14 - Wh & Ren Libraries (Lic #186929001)	\$480.00
31936	36	NIPSCO	1/14/2013	Wheatfield Utilites 12/1/12-1/3/13	\$1,898.84
31937	37	PATTY STRINGFELLOW	1/14/2013	Director's Mtg Expenses, Mileage: Director's Mtg	\$54.83
31938	38	PDR DISTRIBUTION, LLC	1/14/2013	2013 Physicians' Desk Continuation	\$179.85
31939	39	POST TRIBUNE PUBLISHING, I	1/14/2013	Annual Subscription, Rens. Lib, 1/24/13-1/22/14	\$117.00
31940	40	PROQUEST LLC	1/14/2013	Microfilm of Rens Republican (5/1/12-8/31/12)	\$83.79
31941	41	ROEING CORP.	1/14/2013	Tech Maintenance Support - 1st Installment 2013	\$7,500.00
0	42	TOWN OF DEMOTTE	1/14/2013	Sewer-Dec @ DeM. (Confirm #EBPB5QF6)	\$71.90
0	43	TOWN OF WHEATFIELD	1/14/2013	Sewer @ Wh. Lib-Dec, Online Confirmation #DBWBQOAH	\$56.65
31943	44	UNIQUE MANAGEMENT SERVI	1/14/2013	Collections-Dec Initial/Secondary Placements	\$216.00
31944	45	USA TODAY	1/14/2013	Annual Newspaper Subscription-DeMotte Lib. Paid through 2/1/14	\$208.00

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
31945	46	VISION SERVICE PLAN- (IN)	1/14/2013	Vision Premium, 19 employees Jan 2013	\$202.76
31946	47	WASTE MANAGEMENT	1/14/2013	DeM. Trash Removal - Jan	\$69.30
0	48	INPRS fbo PERF	1/14/2013	1/10/13 Payroll Contributions	\$5,191.95
31948	49	BIERMA HARDWARE, INC.	1/14/2013	Bolts, wire, outlet box, outlet, outlet cover, wallboard saw	\$33.95
31949	50	CAMPBELL PRINTING COMPA	1/14/2013	Self-inking Address Stamp	\$20.00
31950	51	CENTURYLINK	1/14/2013	Rens: Local Phone & Fax- January	\$118.59
31951	52	CIRCLE R ELECTRIC, INC.	1/14/2013	Rens: Fix exterior lighting controls, relense exterior door light, relamp parking lot light	\$1,034.70
31952	53	DEREK J. DEJONG	1/14/2013	Mileage 1/23-12/18/12: Recycling	\$16.65
31953	54	INDIANA NEWSPAPERS INC. #	1/14/2013	Rens: Journal & Courier newspaper subscription (2/1/13- 1/31/14)	\$240.02
31954	55	MIDDLEBURY COMMUNITY PU	1/14/2013	NICCL Dues for 2013	\$50.00
31955	56	AVC CORPORATION	1/14/2013	2013 Annual Financial Computer Support	\$1,440.00
31956	57	CENTURYLINK	1/14/2013	Wh: Local Phone & Fax Service- January	\$52.38
31957	58	DUMAS & MAHNESMITH P.C.	1/14/2013	Legal Assistance- McDaniel Fire Systems Contract	\$306.25
31958	59	KONE, INC.	1/14/2013	Dem: Quarterly Elevator Maintenance Agreement- 1/1- 3/31/13	\$381.93
31959	60	NIPSCO	1/14/2013	Dem: Utilities- 12/4/12-1/7/13	\$3,491.25
31960	61	NWISHRM	1/14/2013	SHRM Meeting- S. Tobias	\$15.00
Total Amount of Claims					\$263,959.67

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, January 14, 2013

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 2 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$263,959.67

Date this 14th day of January, 20 12.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

FEBRUARY

**Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, February 11, 2013, 6pm
Rensselaer Public Library**

Opening of Meeting

Moment of Silence

Approval of Consent Agenda & Consent Agenda Items

Action

Minutes of January Board Meeting
Bills/Financial Reports
Policy Review (R 10; R 12)
2013 Staff Development Day (R 12)

General Business

Annual Report of Rensselaer Librarian
and Youth Specialist (R 12)
Jasper County Public Library Logo (R12 & R13)

Information
Action

Director's Report (R 12-R 15)

Information

Items for Future Agendas

Public Forum

Adjournment

MINUTES

Jasper County Public Library Board of Trustees
6:00 PM

January 14, 2013
Rensselaer Library

Present: Natalie Waling, Timothy Schultz, Mari Anne Sayler, Janet Umlauf, Janelle Harper, Deana George, Patricia Stringfellow, Rayann Gilmore

Absent: Jody Melton

BOARD OF FINANCE MEETING

The Board of Officers for the Jasper County Public Library were elected to the same positions as the officers for the Library Board of Finance on a motion by J. Umlauf, , seconded by J. Harper. Motion passed.

Annual Financial Report: The Annual Director's Financial Report was presented and reviewed. Operating Fund receipts exceeded disbursements by \$189,220 with the library only spending 94.1% of its Operating Fund budget. Property tax revenues were 108% of the anticipated amount. We received \$11,472 for the State Technology Fund Grant (7/1/12-6/30/13). This pays for 75.7% of our Internet connections. The Board approved the transfer of \$70,000 from the 2012 Operating Fund to the LIRF Fund in December giving us a reserve of \$295,486.61 in the LIRF Fund.

Outstanding Checks: A list of outstanding checks was provided as information. As per IC 5-11-10.5 all outstanding checks and unpaid checks more than two years old by December 31 are deemed void. The library has four outstanding checks. All of these checks were patron refunds. These will be receipted back into the operating fund.

Accounting Practices: D. George moved, seconded by M. Sayler, to accept the 2013 Accounting Practices as presented. Motion passed.

Resolution to Pay Bills with Prior Approval: M. Sayler moved, seconded by D. George to approve the Resolution to Pay Bill with Prior Approval as presented. Motion passed.

Designate Newspapers for Publishing Notices: M. Sayler moved, seconded by D. George, to designate the Rensselaer Republican and Kankakee Valley Post-News as the two newspapers the Library will use to publish notices. Motion passed.

With no further business the Board of Finance Meeting was adjourned at 6:15 PM.

MONTHLY BOARD MEETING

Upon adjournment of Board of Finance, N. Waling opened the regular monthly Board meeting with a moment of silence.

Agenda & Consent Agenda Approval: J. Umlauf moved, seconded by D. George, to amend the Consent Agenda & Consent Agenda Items to include Workshop Request. Motion passed.

The Agenda and amended Consent Agenda items that included the minutes of the December Board Meetings, bills/financial reports, and Salary Ordinance for 2013, Blu-ray, VHS & DVD policy review and revisions to the LCD Digital Projector Policy, Long Range Plan revisions and

workshop request to send Sue Tobias to an HR Workshop were approved on a motion by M. Sayler and seconded by J. Umlauf. Motion passed.

Treasurer & Assistant Treasurer Oaths of Office: J. Harper, Treasurer and T. Schultz, Assistant Treasurer took the Oaths of Office and signed the bond documents.

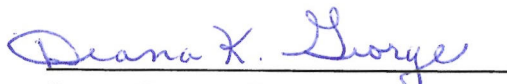
Conflict of Interest: Indiana Code #35-44-1-3 states that a public servant who knowingly or intentionally has a pecuniary interest in or who derives a profit from a contract or purchase with an action by the government entity served by the public service commits a crime. However, as long as a public servant files a Conflict of Interest disclosure form annually, no crime is committed. T. Schultz completed a Conflict of Interest form that will be filed with the State Board of Accounts and County Clerk's office. This form is filed annually.

Committee Assignments: President N. Waling made the following appointments to standing committees for 2013. Budget: J. Melton (chair), N. Waling, J. Harper; Director's Evaluation: T. Schultz (chair), J. Harper, D. George; Bylaws/Policy Review: M. Sayler (chair), J. Melton, D. George; Nominating: J. Umlauf (chair), N. Waling, T. Schultz.

Building Insurance: As per our list of Board/Admin Tasks, every three years the Library Board will solicit bids for library insurance. 2013 is our year to do this, and we begin this process in January. P. Stringfellow explained that in 2010 quotes for the Library's building insurance were sought through Agent Stace Pickering of Consolidated Insurance. At that time a Board member expressed interest in also having other agents participate in quote seeking the next time the Library went out for bids. The Board discussed whether to have multiple agents bring back quotes for consideration or to just have one agent do this work. Having multiple agents seek quotes requires the Library to write specifications that would be distributed to each agent and informing each agent of any questions that are asked and responses given. It was also expressed that we would like to use local agents. After some discussion, J. Umlauf motioned, seconded by M. Sayler, to seek quotes through Stace Pickering of Consolidated Insurance and an agent at MW Insurance for the Library's Building Insurance. Motion passed.

Director's Report: P. Stringfellow shared that the Grant Committee submitted a grant for an AWE Early Literacy Computer to the State Library. This is an all-in-one touch screen computer geared for pre-school age and early readers and would be placed at the Wheatfield Library. The Demotte Library has had an AWE computer for a few years. We've been busy transitioning from one business year to the next and completing annual reports. Recently a request was received for a copy of a letter that is part of our General Milroy Collection. A professional genealogist found a letter written in the hand of her client's great, great grandmother via our digital collection. P. Stringfellow shared this story with the Board and expressed what a wonderful impact this is, made possible by the library.

Adjournment: With no further matters for discussion N. Waling adjourned the meeting at 6:50 PM.


Deana George, Secretary


Attest: N. Waling, President

CIRCULATION BY HOLDINGS CODE
January 2013

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	5	1	1	7
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJBPF)	0	0	0	0
Award Winning fiction (DAWFIC)	16	1	0	17
Award Winning non-fiction (DAWNF)	2	0	0	2
Award Winner YAFIC (DAYAF)	2	0	0	2
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	40	3	2	45
Blu-Ray (DBR)	82	0	0	82
Books on CD (DBKCD)	112	11	7	130
Books on Tape (DBKT)	5	0	0	5
Compact Disc (DCD)	360	16	2	378
Digital Audiobooks (DDA)	1	0	0	1
DVD (DDVD)	1719	29	8	1756
Equipment (DEQP)	57	0	0	57
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	52	0	0	52
Fiction (DFIC)	702	32	27	761
Fiction Fantasy (DFICF)	5	2	0	7
Fiction Mystery (DFICM)	116	10	1	127
Fiction New (DFICNEW)	458	17	15	490
Fiction Science Fiction (DFICSF)	12	0	0	12
Fiction Western (DFICW)	35	2	0	37
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	63	2	1	66
Hanging Bags (DHANG)	10	2	0	12
ILL (DILL)	66	2	0	68
Internet (DINTER)	1155	0	0	1155
Juv. Audio book (DJAUDB)	15	1	0	16
Juv. Biography (DJBIO)	26	7	0	33
Juv. Book on CD (DJBKCD)	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	14	0	0	14
Juvenile Easy (DJE)	511	30	5	546
Juv. Easy Non-fiction (DJENF)	35	2	0	37
Juv. Easy Reader (DJER)	370	13	2	385
Juv. Fiction (DJFIC)	400	18	5	423
Juv. Holiday books (DJHOL)	81	0	0	81
Juv. Magazine (DJMAG)	42	0	0	42
Juv. Music Cassette (DJMC)	0	0	0	0
Juv. Nonfiction (DJNF)	315	37	8	360
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	0	0	0	0
Juv. Toddler (DJTOD)	77	4	1	82

Large Print Fiction (DLPF)	166	2	10	178
Large Print Nonfic (DLPNF)	3	1	3	7
Magazine (DMAG)	749	2	9	760
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	18	0	0	18
Nonfiction 100 (DNF100)	18	4	0	22
Nonfiction 200 (DNF200)	17	2	1	20
Nonfiction 300 (DNF300)	43	6	7	56
Nonfiction 400 (DNF400)	2	0	0	2
Nonfiction 500 (DNF500)	31	1	1	33
Nonfiction 600 (DNF600)	174	12	2	188
Nonfiction 700 (DNF700)	114	0	4	118
Nonfiction 800 (DNF800)	19	3	0	22
Nonfiction 900 (DNF900)	54	1	5	60
Nonfiction Blu-Ray (DNFBR)	1	0	0	1
Nonfiction DVD (DNFDVD)	95	1	1	97
Nonfiction (DNFIC)	2	0	0	2
Nonfiction New (DNFNEW)	97	3	5	105
Nonfiction VHS (DNFVHS)	6	0	0	6
Oversize (DOVER)	0	0	0	0
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	7	0	2	9
Reference (DREF)	0	0	0	0
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	4	0	0	4
Software (DSWAR)	23	1	1	25
Vertical File (DVF)	0	0	0	0
VHS (DVHS)	85	0	0	85
YA Audio book (DYAUDB)	5	0	0	5
YA Biography (DYAB)	0	0	0	0
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	168	10	5	183
YA Music CD (DYACD)	3	0	0	3
YA Nonfiction (DYANF)	3	0	0	3
YA Paperback Fic (DYAPBF)	0	0	0	0
Storage (DZSTO)	6	0	1	7
Award Winner JBIO (RAJBIO)	0	0	0	0
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	1	55	1	57
Blu-Ray (RBR)	0	127	0	127
Books on CD (RBKCD)	7	186	4	197
Books on Tape (RBKT)	0	1	0	1
Compact Disc (RCD)	9	295	6	310
Digital Audiobooks (RDA)	0	17	0	17
DVD (RDVD)	20	3151	32	3203
Equipment (REQP)	0	43	0	43
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	52	0	52
Fiction (RFIC)	27	679	14	720
Fiction New (RFICNEW)	28	377	10	415

Genealogy (RGENE)	0	3	0	3
Genealogy Mag (RGMAG)	0	0	0	0
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	0	150	5	155
Hanging Bag (RHANG)	1	20	0	21
ILL (RILL)	2	67	2	71
Internet (RINTER)	0	1454	0	1454
Juv. Audio book (RJAUDB)	0	13	0	13
Juv. Biography (RJBIO)	0	46	1	47
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	0	27	0	27
Juvenile Easy (RJE)	10	693	1	704
Juv. Easy Non-fiction (RJENF)	1	105	3	109
Juv. Easy Reader (RJER)	4	287	1	292
Juv. Fiction (RJFIC)	12	595	0	607
Juv. Magazine (RJMAG)	0	30	0	30
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	8	475	6	489
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	0	0	0
Juv. Reference (RJREF)	0	0	0	0
Juv. Toddler (RJTOD)	2	144	1	147
Large Print Fiction (RLPF)	13	271	4	288
Large Print Nonfic (RLPNF)	4	12	1	17
Magazine (RMAG)	10	608	0	618
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	2	19	1	22
Non-Fiction 100 (RNF100)	0	27	0	27
Non-Fiction 200 (RNF200)	2	31	2	35
Non-Fiction 300 (RNF300)	4	66	3	73
Non-Fiction 400 (RNF400)	2	17	1	20
Non-Fiction 500 (RNF500)	1	39	1	41
Non-Fiction 600 (RNF600)	14	269	12	295
Non-Fiction 700 (RNF700)	4	72	3	79
Non-Fiction 800 (RNF800)	0	16	1	17
Non-Fiction 900 (RNF900)	2	70	1	73
Nonfiction Blu-Ray (RNFBR)	0	8	3	11
Nonfiction DVD (RNFDVD)	3	198	2	203
Nonfiction (RNFIC)	3	29	1	33
Nonfiction new (RNFNEW)	12	245	4	261
Nonfiction VHS (RNFVHS)	0	3	0	3
Oversize (ROVER)	0	0	0	0
Professional Coll. (RPRO)	1	5	0	6
Reference (REF)	0	0	0	0
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	1	10	0	11
Software (RSWAR)	1	47	0	48
Vertical File (RVF)	0	0	0	0
VHS (RVHS)	0	9	0	9
YA Audio book (RYAUDB)	3	13	0	16
YA Biography (RYAB)	0	6	0	6

YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	9	109	1	119
YA Music CD (RYACD)	5	135	0	140
YA Nonfiction (RYANF)	1	19	0	20
YA Paperback Fic (RYAPBF)	0	0	0	0
Storage (RZSTO)	0	0	0	0
Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	3	5	14	22
Blu-Ray (WBR)	1	0	107	108
Books on CD (WBKCD)	20	21	164	205
Books on Tape (WBKT)	0	1	17	18
Compact Disc (WCD)	29	27	236	292
Digital Audiobooks (WDA)	0	0	4	4
DVD (WDVD)	17	20	2352	2389
Equipment (WEQP)	0	0	7	7
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	35	35
Fiction (WFIC)	32	47	296	375
Fiction Fantasy (WFICF)	1	1	8	10
Fiction Mystery (WFICM)	16	7	33	56
Fiction New (WFICNEW)	22	30	329	381
Fiction Science Fiction (WFICSF)	0	1	11	12
Fiction Western (WFICW)	0	0	7	7
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAg)	0	0	0	0
Graphic Novels (WGN)	0	2	13	15
Hanging Bags (WHANG)	6	4	4	14
ILL (WILL)	0	1	41	42
Internet (WINTER)	0	0	615	615
Juv. Audio book (WJAUDb)	3	0	3	6
Juv. Biography (WJBIO)	0	5	21	26
Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	0	0
Juv. Compact Disc (WJCD)	0	0	16	16
Juvenile Easy (WJE)	20	46	503	569
Juv. Easy Non-fiction (WJENF)	2	1	52	55
Juv. Easy Reader (WJER)	10	8	327	345
Juv. Fiction (WJFIC)	13	24	303	340
Juv. Magazine (WJMAG)	0	0	29	29
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	14	33	269	316
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	0	0
Juv. Toddler (WJTOD)	1	1	90	92
Large Print Fiction (WLPF)	5	9	98	112
Large Print Nonfic (WLPNF)	1	5	7	13
Magazine (WMAG)	12	0	346	358
Non-Fiction 000 (WNF000)	2	0	16	18
Non-Fiction 100 (WNF100)	1	1	11	13
Non-Fiction 200 (WNF200)	0	0	17	17
Non-Fiction 300 (WNF300)	1	2	24	27
Non-Fiction 400 (WNF400)	0	0	2	2

Non-Fiction 500 (WNF500)	0	1	8	9
Non-Fiction 600 (WNF600)	14	3	102	119
Non-Fiction 700 (WNF700)	1	1	36	38
Non-Fiction 800 (WNF800)	2	2	2	6
Non-Fiction 900 (WNF900)	5	2	30	37
Nonfiction Blu-Ray (WNFBR)	0	0	2	2
Nonfiction DVD (WNFDVD)	7	3	118	128
Nonfiction (WNFIC)	0	0	2	2
Nonfiction New (WNFNEW)	6	1	124	131
Nonfiction VHS (WNFVHS)	0	0	1	1
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	0	0	2	2
Software (WSWAR)	0	0	18	18
Vertical File (WVF)	0	0	3	3
VHS (WVHS)	0	0	31	31
YA Audio book (WYAUSB)	0	0	2	2
YA Biography (WYAB)	0	2	3	5
YA Books on CD (WYABKCD)	0	0	7	7
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	27	16	214	257
YA Music CD (WYACD)	0	0	0	0
YA Nonfiction (WYANF)	1	0	8	9
YA Paperback Fic (WYAPBF)	0	0	0	0
Storage (WZSTO)	0	0	0	0
TOTAL	9398	12069	7410	28877

CIRCULATION BY HOLDINGS CODE
January 2013

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	5	1	1	7
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	16	1	0	17
Award Winning non-fiction (AWNFI)	2	0	0	2
Award Winner YAFIC (AYAF)	2	0	0	2
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	44	63	17	124
Blu-Ray (BR)	84	135	112	331
Books on CD (BKCD)	139	218	175	532
Books on Tape (BKT)	5	2	17	24
Compact Disc (CD)	398	338	244	980
Digital Audiobooks (DA)	1	17	4	22
DVD (DVD)	1756	3200	2392	7348
Equipment (EQP)	57	43	7	107
See librarian (ERR)	0	0	0	0

Express Book (EXP)	52	52	35	139
Fiction (FIC)	761	758	337	1856
Fiction Fantasy (FICF)	6	3	8	17
Fiction Mystery (FICM)	132	17	34	183
Fiction New (FICNEW)	508	424	354	1286
Fiction Science Fiction (FICSF)	12	1	11	24
Fiction Western (FICW)	35	2	7	44
Genealogy (GENE)	0	3	0	3
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	63	154	19	236
Hanging Bags (HANG)	17	26	4	47
ILL (ILL)	68	70	43	181
Internet (INTR)	1155	1454	615	3224
Juv. Audio book (JAUDB)	18	14	3	35
Juv. Biography (JBIO)	26	58	22	106
Juv. Book on CD (JBOD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	0	0
Juv. Compact Disc (JCD)	14	27	16	57
Juvenile Easy (JE)	541	769	509	1819
Juv. Easy Non-Fiction (JENF)	38	108	55	201
Juv. Easy Reader (JER)	384	308	330	1022
Juv. Fiction (JFIC)	425	637	308	1370
Juv. Holiday (JHOL)	81	0	0	81
Juv. Magazine (JMAG)	42	30	29	101
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	337	545	283	1165
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	0	0	0
Juv. Reference (JREF)	0	0	0	0
Juv. Toddler (JTOD)	80	149	92	321
Large Print Fiction (LPF)	184	282	112	578
Large Print Nonfic (LPNF)	8	18	11	37
Magazine (MAG)	771	610	355	1736
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	22	19	17	58
Non-Fiction 100 (NF100)	19	32	11	62
Non-Fiction 200 (NF200)	19	33	20	72
Non-Fiction 300 (NF300)	48	74	34	156
Non-Fiction 400 (NF400)	4	17	3	24
Non-Fiction 500 (NF500)	32	41	10	83
Non-Fiction 600 (NF600)	202	284	116	602
Non-Fiction 700 (NF700)	119	73	43	235
Non-Fiction 800 (NF800)	21	21	3	45
Non-Fiction 900 (NF900)	61	73	36	170
Non-Fiction Blu-Ray (NFBR)	0	0	0	0
Non-Fiction DVD (NFDVD)	105	202	121	428
Nonfiction (NFIC)	5	29	3	37
Nonfiction New (NFNEW)	115	249	133	497
Nonfiction VHS (NFVH)	6	3	1	10
Oversize (OVER)	0	0	0	0
Professional Coll. (PROF)	1	5	0	6
Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	7	0	2	9

Reference (REF)	73	73	67	213
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	5	10	2	17
Software (SWAR)	24	48	19	91
Vertical File (VF)	0	0	3	3
VHS	85	9	31	125
YA Audio book (YAUDB)	8	13	2	23
YA Biography (YAB)	0	8	3	11
YA Books on CD (YABKCD)	0	0	7	7
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	204	135	220	559
YA Music CD (YACD)	8	135	0	143
YA Nonfiction (YANF)	5	19	8	32
YA Paperback Fic (YAPBF)	0	0	0	0
Storage (ZSTO)	6	0	1	7
				0
Free reads	472	246	172	890
Games/Puzzles	12	30	0	42
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	9955	12418	7649	30022

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	2168	1785	1071	5024
Nonfiction	866	1187	569	2622
CHILDREN'S BOOKS				
Fiction	1451	1865	1240	4556
Nonfiction	491	711	362	1564
YA BOOKS				
Fiction	269	289	239	797
Nonfiction	5	27	11	43
Magazines, Adult	771	610	355	1736
Magazines, Children	42	30	29	101
Sound Recordings, adult	551	588	449	1588
Sound Recordings, ch	57	202	23	282
Online databases	0	0	0	0
Software	24	48	19	91
Vertical file	0	0	3	3
VHS/DVD/Blu-Ray	2036	3549	2657	8242
Equipment	57	43	7	107
Total	8788	10934	7034	26756
A-V Circulation	2668	4387	3148	10203
A-V Circulation as % of total	30.4%	40.1%	44.8%	38.1%

January 2013

END OF MONTH:	DEMOTTE	RENSSELAER	WHEATFIELD
Total Materials Owned	77,003	68,178	51,353
Circulation Increase/Decrease	-4.5%	8.5%	12.4%
XX XXXXXXXXXXXX			
MONTHLY SYSTEM STATISTICS	2012	2013	% change
Current month's Circulation	25,544	26,756	4.7%
Jan. to date circulation	25,544	26,756	4.7%

DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION	
Start of Month	End of Month	Start of Month	End of Month	Start of Month	End of Month
Volumes	Volumes	Volumes	Volumes	Volumes	Volumes
ADULT BOOKS					
22,210	22,306	12,949	13,028	14,072	14,055 Fiction
19,254	19,184	20,668	20,737	9,920	9,921 Nonfiction
CHILDREN'S BKS					
14,159	14,253	12,605	12,669	10,693	10,757 Fiction
9,610	9,608	6,911	6,831	5,737	5,737 Nonfiction
YA BOOKS					
2,186	2,248	2,862	2,840	2,277	2,331 Fiction
553	554	752	754	129	130 Nonfiction
0 Magazines,Adult					
0 Magazines, Child					
0	0	20	20	0	0 Games, Toys
3,268	3,285	3,776	3,819	3,753	3,810 Sound Rec/Adult
747	748	559	527	790	803 Sound Rec/Child
18	18	29	29	7	7 Online Databases
376	374	362	361	179	179 Software
0	0			4	4 Vertical Files
4,255	4,307	6,551	6,421	3,585	3,562 VHS/DVD/Blu-ray
118	118	142	142	57	57 Equipment
76,754	77,003	68,186	68,178	51,203	51,353 TOTAL

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

January 2013

R5

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
		Hrs.		Hrs.		Hrs.		
INTRALIBRARY LOANS FILLED	258	56	222	48	415	90	895	194
LOCAL HISTORY								
In person	3	1	7	2	1	0	11	3
Letters written	4	4	13	13	0	0	17	17
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use-Wired	1155	48	1454	61	615	26	3224	134
Internet use-Wireless	371		687		331		1389	
Computer software used	204	17	165	14	132	11	501	42
VCR Use	3	0	0	0	0	0	3	0
Microforms	110	15	29	4	0	0	139	19
CD ROM/Online databases	232	19	311	26	75	6	618	52
Typewriter use	2	0	0	0	0	0	2	0
Other equipment used	0	0	0	0	3	1	3	1
OTHER LIBRARY SERVICES USED								
Outreach activities	30	30	14	9	0	0	44	29
Notarized documents	5	1	6	2	3	1	14	4
Meeting Room Use (no. of group)	34	11	47	16	17	6	98	33
Study room use	17	1	20	2	31	3	68	6
Proctoring	0	0	0	0	0	0	0	0
Tax Forms distributed	0	0	0	0	4	0	4	0
Pull Requests	0	0	0	0	0	0	0	0
E-books downloaded							666	
IN-HOUSE USE ITEMS	105		284		264		653	
SELF-CHECKOUT USE	251		1070		441		1762	
INTERLIBRARY LOANS								
Requests made for:	106	27	96	24	62	16	264	66
Items rec'd for:	73	37	73	37	67	34	213	107
Items requested by other libraries	0		0		0		0	
Items supplied to other libraries	0	0	0	0	0	0	0	0

REGISTRATIONS

Total Borrowers	8883	9016	5216	23115
Non-resident, paying	1	2	0	3
PLAC card users	0	3	0	3
Reciprocal borrowers	419	565	141	1125
Number of New Patrons Added	49	46	39	

PROGRAMS

DeMotte	Rensselaer	Wheatfield	TOTAL	HOURS SPENT
Hrs.	Hrs.	Hrs.		

Programs for all ages	0	0	0	0	0	0	0	0
Children's Programs (0-13)	10	60	20	120	8	48	38	228
Number attending	148		202		208		558	
YA Programs (14-17)	0	0	0	0	0	0	0	0
Number attending	4		1		0		5	
Adult Programs	1	6	3	18	0	0	4	24
Number attending	92		72		14		178	
Senior Citizen Programs	5	30	5	30	3	18	13	78
Number attending	87		30		15		132	
Total Number of Programs	16	96	28	168	11	66	55	330
Total Persons Attending	331		305		237		873	
Total Attending Same Month Last Yr.	278		207		293		778	
Total Staff Hours Spent		363		424		258	1045	1035
Total Number of In-House Program	12		26		7		45	
Total Attendance	231		261		61		553	
Total Number of Outreach Program	4		2		4		10	
Total Attendance	100		44		176		320	

CIRCULATION BY PATRON CODE

PATRONS	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	6614	75.8%	7138	65.5%	4965	71.3%	18717	70.4%
Corporate	0	0.0%	110	1.0%	0	0.0%	110	0.4%
Juvenile 0-11	41	0.5%	255	2.3%	81	1.2%	377	1.4%
Juvenile-AV	1073	12.3%	1398	12.8%	828	11.9%	3299	12.4%
Nonresident No Fee	0	0.0%	11	0.1%	3	0.0%	14	0.1%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Adult	223	2.6%	532	4.9%	138	2.0%	893	3.4%
Reciprocal Juvenile	0	0.0%	15	0.1%	0	0.0%	15	0.1%
Reciprocal Juvenile AV	0	0.0%	23	0.2%	0	0.0%	23	0.1%
Reciprocal YA	0	0.0%	38	0.3%	0	0.0%	38	0.1%
Reciprocal YA AV	0	0.0%	17	0.2%	0	0.0%	17	0.1%
School	0	0.0%	16	0.1%	0	0.0%	16	0.1%
School AV	0	0.0%	6	0.1%	0	0.0%	6	0.0%
St. Joseph College	0	0.0%	38	0.3%	0	0.0%	38	0.1%
Staff	527	6.0%	929	8.5%	557	8.0%	2013	7.6%
Walking books	51	0.6%	59	0.5%	0	0.0%	110	0.4%
YA 12-17	18	0.2%	73	0.7%	10	0.1%	101	3.0%
YA-AV	180	2.1%	233	2.1%	385	5.5%	798	3.0%
Total	8727		10891		6967		26585	
 All items borrowed by nonresidents	 223	 2.6%	 696	 6.4%	 141	 2.0%	 1060	 4.0%

Library Employees Code of Ethics

Jasper County Public Library

Library employees significantly influence or control the selection, organization, preservation, and dissemination of information.

In a political system grounded in an informed citizenry, library employees are explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

As an employee of the Jasper County Public Library, I will:

- Provide prompt, accurate and friendly service
- Treat all library users with equal respect and consideration
- Consider every question valid
- Provide information expressing various viewpoints
- Be committed to intellectual freedom, encouraging the exchange of ideas and information and resisting all efforts to censor library resources.
- Foster and support teamwork, cooperation and involvement to all levels of the organization.
- Treat my co-workers with respect and honesty integrity and work as a team with the Library Board in support of the library's goals.
- Respect and protect the privacy of library patrons to the fullest extent permissible by law.
- Distinguish clearly, in my actions and statements, between my personal philosophy and attitudes and those of my Library.
- Avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or my Library.

2/95; revised 1/13

Director's Report January 2013

Consent Agenda

You will be approving the minutes of the January board meetings, bills, and financial reports.

Policies for Review: Two policies are up for review in February: the Gift Policy and Library Employees Code of Ethics. No revisions are recommended to the Gift Policy. A slight revision is recommended to the Code of Ethics. Please see R 10. We have stricken the word integrity and replaced it with the word honesty. We have also inserted the word Library to better define our board. **If you approve the Consent Agenda items, you will approve revisions to the Library Employees Code of Ethics as presented.**

2013 Staff Development Day: For the past several years the Library Board has approved our closing the libraries for staff training sessions, which we call staff development days. For the past several years we have offered a full day of training and staff really appreciates this all-day training as we are able to cover more training topics. Staff networking is also an important component of this day, as we are all together in one place. This positively impacts relationship building. We would like to offer another full day session in 2013. We have selected Friday, September 6 as the date for our 2013 training day. We would meet at the Rensselaer Library from 8:00 to 4:30 for staff training and all libraries would be closed for the day. We will be discussing training topics and possible presenters at our February Management Meeting. At this time we simply wish to settle on a firm date so that all staff may plan around it. Content will be fleshed out after closure is approved. **If you approve the consent agenda, you will approve the library closing for a full-day staff training session on Friday, September 6, 2013.**

General Business

Annual Report of Rensselaer Librarian: Linda Poortenga will present an annual report at the February Board meeting, reporting on adult and youth services.

Jasper County Public Library Logo: Our Board approved Long Range Plan states "in 2012, the Marketing Committee, in collaboration with Library Board and Staff will create a single library identity, trademark/logo, and brand." In 2012 the Marketing Committee announced a contest at Staff Development Day, seeking new logo artwork. New logo artwork was submitted by several staff members, and submissions were shared with all staff who were given the opportunity to vote on their favorite. Winning artwork has been selected, and we are seeking Board approval to replace our current logo with this new artwork. I will bring samples of both to our meeting. If approved the artwork would be incorporated

into our letterhead, business cards, and website. The current logo has been used for years, and staff desire a fresh, new look.

Director's Report

Specifications for our building insurance will be mailed out in February as we seek quotes for coverage.

Our 2013 Budget was approved by the Department of Local Government Finance. While we always expect the budget to be approved, it is always a relief to receive official word.

In January I filled out and submitted our Indiana Public Library Annual Report 2012 to the State Library. You will receive a copy of this report at the February meeting. This is a very lengthy report that takes days to complete. It does provide a good overview of our financial situation last year as well as products and services. In addition Rayann completed her complicated and time-consuming LAR report, a financial report that must be submitted to the State Board of Accounts by the end of February. A new law that went into effect July 2, 2009 requires that *not later than 60 days after the expiration of each calendar year, a political subdivision (with a budget of at least \$300,000) shall publish an annual report of the receipts and expenditures of the political subdivision during the preceding calendar year.* We are to publish it one time in two newspapers. Ours is scheduled for publication on February 14, 2013.

The mysterious odor at DeMotte Library ended up being HVAC related even though a technician (not our usual one) had been out to investigate. Three days later a leaking valve finally presented itself. The fire department checked the building and was very nice about the whole matter. It is my hope that they will not charge us for their 20 minute visit. I know I felt a lot better hearing an all clear from them even as the odor persisted.

I met with the ASK committee this month. We reviewed all Procedure Manuals to ensure that all were up-to-date. Procedure manuals are housed in each department and contain a procedure for nearly every process or task we undertake. These manuals are invaluable to all staff and verifying their currency is extremely important.

Once again we will be participating in BOOKS TO BRIDGE THE REGION, a reading initiative that encompasses seven Northwest Indiana counties: Jasper, Lake, LaPorte, Newton, Porter, Pulaski and Starke. This initiative, which will occur in the fall of 2013, encourages area residents to read books on a common theme and foster conversation between people and between generations. This is a terrific means to promote literacy in our community and partner with other libraries and agencies in our region.

System Administrator News

Sheila attended a Spiceworks Demo webinar, submitted 471 e-rate application for local and long distance telephone service, researched mechanisms for offering debit/credit payments for patrons, set up five new staff pcs, and compiled some necessary technology statistics for the library's Annual Report to the State Library and LAR.

11 Service Requests were opened and 12 were closed.

Technical Services News

Becky attended an ALA Webinar regarding RDA, a new group of descriptive cataloging rules that the Library of Congress will fully implement starting March 31. Staff may see some new information in our MARC records.

Becky worked with other staff in upgrading LS2PAC to a newer version and also looking into the LSStaff product which is a web-based product from TLC.

DeMotte Library News

Evie and Brenda partnered in offering a Winter Reading program for adults and families. Coffee, tea, and hot chocolate featured in their program.

The Gathering crochet group is growing. There are two young adults who are now participating. The Afternoon Adventure Club featured a Louis Braille theme.

Rensselaer Library News

The Library offered Overdrive, Basic Computers, and Beyond the Basics with our mobile lab this month. In addition to our regular program offerings, a local lawyer met one on one with people in our conference room on Martin Luther King day, as a part of the Ask a Lawyer program.

Story time is back in full swing. This year, we decided to have story time each month starting the second Monday through the last Monday of the month. We implemented this in response to a parent suggestion who said it would be easier to remember when story times occur.

Wheatfield Library News

The Friends of the Library will fund some additional shelving for our easy reader section in the Children's Department. Our collection has grown and selected shelving is in keeping with what was installed when the library opened. There is just more of it. The Friends also funded a new shredder and donated money to be used for children's snacks and programming.

Diana did some weeding (de-selection) in the reference collection this month, interfiling most of what remains with our circulating non-fiction. This is a trend in libraries these days. It helps get valuable materials into patron hands as they browse the stacks, since many times they do not visit the library seeking 'reference materials' as they used to do. These items must remain in the library when used, but shelving them with the circulating collection encourages use.

Please contact me if you are unable to attend the February Board meeting or if you have any questions about material in your packet.-Patty

JCPL FINANCIAL STATEMENT

January 31, 2013

	Beginning 2013 Balance	Current Month Disbursements	Y-T-D Disbursements	Current Month Receipts	Y-T-D Receipts	Ending Balance
Operating Fund	\$591,983.31	\$153,407.45	\$153,407.45	\$70,720.00	\$70,720.00	\$509,295.86
Public Library Access Card Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Gift Fund	\$9,202.35	\$246.14	\$246.14	\$1,625.28	\$1,625.28	\$10,581.49
DeMotte	\$2,130.22	(\$56.76)	(\$56.76)	\$724.66	\$724.66	\$2,911.64
Rensselaer	\$4,970.25	\$302.90	\$302.90	\$87.20	\$87.20	\$4,754.55
Wheatfield	\$2,101.88	\$0.00	\$0.00	\$813.42	\$813.42	\$2,915.30
Library Improvement Reserve Fund	\$295,486.61	\$0.00	\$0.00	\$6.07	\$6.07	\$295,492.68
Bond & Interest Redemption Fund	\$192,301.65	\$157,640.00	\$157,640.00	\$0.00	\$0.00	\$34,661.65
Rainy Day Fund	\$304,829.02	\$0.00	\$0.00	\$0.00	\$0.00	\$304,829.02
Includes Investments of: \$275,000.00						
State Technology Fund Grant Fund	\$11,472.00	\$1,434.87	\$1,434.87	\$0.00	\$0.00	\$10,037.13
Capital Projects Fund	\$1,251,180.16	\$0.00	\$0.00	\$3.30	\$3.30	\$1,251,183.46
Includes Investments of: \$1,225,000.00						
Host/Hospitality Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levy Excess Fund	\$15,295.30	\$15,295.30	\$15,295.30	\$0.00	\$0.00	\$0.00
Sales Tax	\$71.40	\$72.28	\$72.28	\$15.46	\$15.46	\$14.58
Construction Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$8,744.08	\$8,744.08	\$8,744.08	\$8,744.08	\$0.00
FICA Tax Collected	\$0.00	\$7,339.18	\$7,339.18	\$7,339.18	\$7,339.18	\$0.00
State Tax Collected	\$3,474.60	\$3,474.65	\$3,474.65	\$3,479.65	\$3,479.65	\$3,479.60
County Tax Collected	\$2,652.08	\$2,652.03	\$2,652.03	\$2,714.99	\$2,714.99	\$2,715.04
Deferred Comp.	\$0.00	\$2,680.00	\$2,680.00	\$2,680.00	\$2,680.00	\$0.00
#125 Pre-tax Plan	\$0.00	\$3,345.67	\$3,345.67	\$3,345.67	\$3,345.67	\$0.00
Employee Life Insur.	\$0.00	\$145.16	\$145.16	\$145.16	\$145.16	\$0.00
Employee INPRS	\$0.00	\$2,704.47	\$2,704.47	\$2,704.47	\$2,704.47	\$0.00
Garnishments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Credit Union	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EIC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL ALL FUNDS.....	\$2,678,218.48	\$359,181.28	\$359,181.28	\$103,523.31	\$103,523.31	\$2,422,560.51

Bank Balances**Jasper County Public Library****Report as of: 1/31/2013**

<i>Bank</i>		
1	Alliance Bank	\$911,908.67
2	Demotte State Bank	\$4,686.19
4	PNC Bank	\$5,695.65
5	Cash On Hand	\$270.00
6	Kentland Bank CD#400043192	\$725,000.00
7		\$0.00
8		\$0.00
9	Kentland Bank CD#400043306	\$500,000.00
10	Kentland Bank CD#400043193	\$275,000.00
Total all banks =		\$2,422,560.51

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for**100 OPERATING FUND****Jasper County Public Library****Report Date: From 1/1/2013 To 1/31/2013**

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
1. Personal Services							
1.11 SALARY OF LIBRARIAN	\$61,818.00	\$0.00	\$61,818.00	\$5,076.06	\$5,076.06	\$56,741.94	8.2
1.12 SALARY OF ASSISTANTS	\$1,044,764.00	\$0.00	\$1,044,764.00	\$89,851.91	\$89,851.91	\$954,912.09	8.6
1.13 WAGES OF JANITORS	\$67,047.00	\$0.00	\$67,047.00	\$4,354.93	\$4,354.93	\$62,692.07	6.5
1.21 EMPLOYER'S SHARE-FICA	\$89,783.00	\$0.00	\$89,783.00	\$7,339.19	\$7,339.19	\$82,443.81	8.2
1.22 UNEMPLOYMENT COMPENSATION	\$3,329.00	\$0.00	\$3,329.00	\$241.44	\$241.44	\$3,087.56	7.3
1.23 EMPLOYER'S CONTRIB.- PERF	\$89,783.00	\$0.00	\$89,783.00	\$7,823.19	\$7,823.19	\$81,959.81	8.7
1.24 EMPLOYER'S CONTRIB.- INS.	\$112,764.00	\$0.00	\$112,764.00	\$8,908.27	\$8,908.27	\$103,855.73	7.9
Subtotal	\$1,469,288.00		\$1,469,288.00	\$123,594.99	\$123,594.99	\$1,345,693.01	8.4
2. Supplies							
2.11 OFFICIAL RECORDS	\$600.00	\$0.00	\$600.00	\$0.00	\$0.00	\$600.00	0.0
2.12 STATIONERY AND PRINTING	\$450.00	\$0.00	\$450.00	\$0.00	\$0.00	\$450.00	0.0
2.13 OTHER OFFICE SUPPLIES	\$8,000.00	\$0.00	\$8,000.00	\$117.35	\$117.35	\$7,882.65	1.5
2.21 CLEANING & SANITATION SUPPLIES	\$6,500.00	\$0.00	\$6,500.00	\$198.50	\$198.50	\$6,301.50	3.1
2.23 OTHER OPERATING SUPPLIES	\$8,000.00	\$0.00	\$8,000.00	\$1,047.73	\$1,047.73	\$6,952.27	13.1
2.31 BUILDING MATERIALS & SUPPLIES	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$0.00	\$2,500.00	0.0
2.32 PAINT AND PAINTING SUPPLIES	\$200.00	\$0.00	\$200.00	\$8.98	\$8.98	\$191.02	4.5
2.33 REPAIR PARTS	\$3,000.00	\$0.00	\$3,000.00	\$124.95	\$124.95	\$2,875.05	4.2

L3d

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
2.41 LIBRARY SUPPLIES	\$14,790.00	\$0.00	\$14,790.00	\$3.99	\$3.99	\$14,786.01	0.0
2.42 MARKETING SUPPLIES	\$50.00	\$0.00	\$50.00	\$0.00	\$0.00	\$50.00	0.0
Subtotal	\$44,090.00		\$44,090.00	\$1,501.50	\$1,501.50	\$42,588.50	3.4
3. Other Services and Charges							
3.13 LEGAL SERVICES	\$5,000.00	\$0.00	\$5,000.00	\$306.25	\$306.25	\$4,693.75	6.1
3.14 OTHER PROFESSIONAL SERVICES	\$13,000.00	\$0.00	\$13,000.00	\$480.00	\$480.00	\$12,520.00	3.7
3.145 DATABASES & LICENSING SERVICES	\$20,795.00	\$0.00	\$20,795.00	\$1,560.00	\$1,560.00	\$19,235.00	7.5
3.146 E-BOOKS SERVICES	\$12,300.00	\$0.00	\$12,300.00	\$0.00	\$0.00	\$12,300.00	0.0
3.21 TELEPHONE	\$4,200.00	\$0.00	\$4,200.00	\$170.97	\$170.97	\$4,029.03	4.1
3.22 POSTAGE	\$3,200.00	\$0.00	\$3,200.00	\$0.00	\$0.00	\$3,200.00	0.0
3.23 MILEAGE	\$20,000.00	\$0.00	\$20,000.00	\$739.40	\$739.40	\$19,260.60	3.7
3.24 PROFESSIONAL MEETINGS	\$7,000.00	\$0.00	\$7,000.00	\$183.46	\$183.46	\$6,816.54	2.6
3.25 FREIGHT	\$1,500.00	\$0.00	\$1,500.00	\$24.86	\$24.86	\$1,475.14	1.7
3.26 NETWORKING	\$59,540.00	\$0.00	\$59,540.00	\$0.00	\$0.00	\$59,540.00	0.0
3.31 ADVERTISING & PUBLIC NOTICES	\$800.00	\$0.00	\$800.00	\$0.00	\$0.00	\$800.00	0.0
3.33 MARKETING ADVERTISING	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.0
3.41 OFFICIAL BONDS	\$250.00	\$0.00	\$250.00	\$0.00	\$0.00	\$250.00	0.0
3.42 OTHER INSURANCE	\$27,500.00	\$0.00	\$27,500.00	\$0.00	\$0.00	\$27,500.00	0.0
3.51 GAS	\$30,000.00	\$0.00	\$30,000.00	\$2,486.19	\$2,486.19	\$27,513.81	8.3
3.52 ELECTRICITY	\$85,000.00	\$0.00	\$85,000.00	\$5,837.70	\$5,837.70	\$79,162.30	6.9
3.53 WATER	\$2,000.00	\$0.00	\$2,000.00	\$108.55	\$108.55	\$1,891.45	5.4
3.54 WASTE DISPOSAL SERVICES	\$5,700.00	\$0.00	\$5,700.00	\$428.38	\$428.38	\$5,271.62	7.5
3.61 BUILDING & STRUCTURES	\$58,920.00	\$0.00	\$58,920.00	\$1,154.70	\$1,154.70	\$57,765.30	2.0

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
3.62 EQUIPMENT REPAIRS	\$880.00	\$0.00	\$880.00	\$0.00	\$0.00	\$880.00	0.0
3.72 EQUIPMENT RENTALS	\$650.00	\$0.00	\$650.00	\$64.95	\$64.95	\$585.05	10.0
3.91 DUES	\$2,800.00	\$0.00	\$2,800.00	\$50.00	\$50.00	\$2,750.00	1.8
3.93 TAXES & ASSESSMENTS	\$325.00	\$0.00	\$325.00	\$0.00	\$0.00	\$325.00	0.0
3.94 TRANSFER TO LIRF	\$120,000.00	\$0.00	\$120,000.00	\$0.00	\$0.00	\$120,000.00	0.0
3.95 BOOK REIMBURSEMENT	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	0.0
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$120.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$106,745.00	\$0.00	\$106,745.00	\$9,949.68	\$9,949.68	\$96,795.32	9.3
Subtotal	\$590,225.00		\$590,225.00	\$23,545.09	\$23,545.09	\$566,679.91	4.0
4. Capital Outlays							
4.4 FURNITURE & EQUIPMENT	\$39,255.00	\$0.00	\$39,255.00	\$0.00	\$0.00	\$39,255.00	0.0
4.51 BOOKS	\$150,000.00	\$0.00	\$150,000.00	\$3,933.65	\$3,933.65	\$146,066.35	2.6
4.52 PERIODICALS & NEWSPAPERS	\$25,000.00	\$0.00	\$25,000.00	\$690.02	\$690.02	\$24,309.98	2.8
4.53 NONPRINTED MATERIALS	\$56,913.00	\$0.00	\$56,913.00	\$142.20	\$142.20	\$56,770.80	0.2
Subtotal	\$271,168.00		\$271,168.00	\$4,765.87	\$4,765.87	\$266,402.13	1.8
Grand Total	\$2,374,771.00	\$0.00	\$2,374,771.00	\$153,407.45	\$153,407.45	\$2,221,363.55	6.5

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for 120.03 RENS/DEM & WHTFLD BIRF

Jasper County Public Library

Report Date: From 1/1/2013 To 1/31/2013

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>3. Other Services and Charges</i>							
3.14 OTHER PROFESSIONAL SERVICES	\$630.00	\$0.00	\$630.00	\$0.00	\$0.00	\$630.00	0.0
3.81 PAYMENT OF BONDS	\$255,000.00	\$0.00	\$255,000.00	\$125,000.00	\$125,000.00	\$130,000.00	49.0
3.82 INTEREST-BONDS	\$62,780.00	\$0.00	\$62,780.00	\$32,640.00	\$32,640.00	\$30,140.00	52.0
Subtotal	\$318,410.00		\$318,410.00	\$157,640.00	\$157,640.00	\$160,770.00	49.5
Grand Total	\$318,410.00	\$0.00	\$318,410.00	\$157,640.00	\$157,640.00	\$160,770.00	49.5

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for**155 STATE TECHN.FUND GRANT****Jasper County Public Library****Report Date: From 1/1/2013 To 1/31/2013**

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
3. Other Services and Charges							
3.26 NETWORKING	\$0.00	\$0.00	\$0.00	\$1,434.87	\$1,434.87	(\$1,434.87)	0.0
Subtotal	\$0.00		\$0.00	\$1,434.87	\$1,434.87	(\$1,434.87)	0.0
Grand Total	\$0.00	\$0.00	\$0.00	\$1,434.87	\$1,434.87	(\$1,434.87)	0.0

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for 165 SALES TAX

Jasper County Public Library

Report Date: From 1/1/2013 To 1/31/2013

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>3. Other Services and Charges</i>							
3.93 TAXES & ASSESSMENTS	\$0.00	\$0.00	\$0.00	\$72.28	\$72.28	(\$72.28)	0.0
Subtotal	\$0.00		\$0.00	\$72.28	\$72.28	(\$72.28)	0.0
Grand Total	\$0.00	\$0.00	\$0.00	\$72.28	\$72.28	(\$72.28)	0.0

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Voucher List**Jasper County Public Library****Report Date: From 1/1/2013 To 1/31/2013**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
31908	1	BANK OF NEW YORK MELLON	1/10/2013	2004 Bond Payment	\$157,640.00
0	2	BILL HROMADA	1/10/2013	Courier Mileage, 12/16/12-12/31/12 Confirm #JBCBPQ2F	\$266.40
0	3	GREAT-WEST RETIREMENT S	1/10/2013	Annuity Withheld from 1/10/13 Payroll (Confirm #ZB1BHQTF)	\$1,340.00
0	4	INDIANA DEPARTMENT OF RE	1/18/2013	EFT-State & County Taxes w/held Jan 2013 Payrolls, Ref #41922	\$6,126.68
0	5	IRS USA TAXPAYMENT	1/10/2013	EFT-FICA & Federal Taxes w/held January 10, 13, Ref #00281912	\$11,363.52
0	6	WAL-MART COMMUNITY/GEM	1/14/2013	Correct Fund Entry, See A/P #152 (2012)	\$0.00
0	7	PAYROLL	1/10/2013	PAYROLL	\$48,181.67
31909	8	4-COUNTY SUPPLY	1/14/2013	Toilet Replacement Parts	\$124.95
31910	9	ALLIED WASTE SERVICES #71	1/14/2013	Trash Service-Whtfld, January	\$54.88
0	10	ALLIANCE BANK	1/14/2013	Direct Deposit Fees-December 2012	\$37.80
31911	11	ANTHEM BLUE CROSS BLUE S	1/14/2013	Health Premium-Jan 2013, 19 employees	\$11,883.72
31912	12	ANTHEM LIFE	1/14/2013	Life Ins. Premium, Jan. 2013	\$103.14
31913	13	BAKER & TAYLOR	1/14/2013	Books, Continuations, Auto Yours, Gift Books, AV,shipping	\$2,534.72
31914	14	BLUETARP FINANCIAL, INC	1/14/2013	Paint for Shelves	\$8.98
31915	15	BOISE PUBLIC LIBRARY	1/14/2013	ILL Book not Returned	\$19.50
31916	16	CAPITAL ONE BANK (USA), NA	1/14/2013	Friends luncheon expenses, B2B expenses, Branch Counterparts expenses, Santa Visit,Children's Supplies, Janitorial Supplies	\$411.36
31917	17	CULLIGAN OF KOUTS	1/14/2013	Wh: Water Cooler Rental (Jan)	\$9.95
31918	18	D & S COMPUTER SERVICES	1/14/2013	Website Hosting quarterly pymt	\$120.00
31919	19	DAVIS WATER SERVICES, INC.	1/14/2013	Dem: Tanin Unit Rental- Oct, Nov, Dec 2012	\$90.00
31920	20	DEPARTMENT OF HOMELAND	1/14/2013	Elevator Inspection	\$120.00
31921	21	DIANA KOOY	1/14/2013	Mileage: Librarian's Council, B2B, Evaluation	\$72.15
31922	22	ENA SERVICES LLC	1/14/2013	Internet Access- December 2012	\$1,434.87
31923	23	ENGAGED PATRONS.ORG	1/14/2013	Events Page Hosting Service	\$229.00
31924	24	GALE	1/14/2013	Books	\$1,277.81
31925	25	THE GREAT COURSES	1/14/2013	Book on CD	\$99.95
31926	26	INDIANA DEPT. OF WORKFOR	1/14/2013	4th Quarter 2012 Unemployment Compensation Pymt	\$241.44
31927	27	INDIANA LIBRARY FEDERATIO	1/14/2013	2013 ILF Legislative Day Registration Fee- P. Stringfellow	\$15.00
31928	28	INTELLIGENT CLEANING SYST	1/14/2013	Kitchen Roll Towels, Multi-fold Towels	\$188.50
31929	29	JAMES R. LITTLE	1/14/2013	Outlet with Surge Protections	\$25.48
31930	30	KIRBY RISK CORPORATION	1/14/2013	Halogen Bulbs	\$21.20
31947	31	KOLORTECH, INC.	1/14/2013	Flourescent Lights, Light Bulbs	\$877.10
31932	32	LAFAYETTE BANK AND TRUST	1/14/2013	Lockbox Rental, 2013	\$55.00
31933	33	LEARNINGEXPRESS, LLC	1/14/2013	Learn-A-Test online database Subscription, 1/15/13-1/14/14	\$1,560.00
31934	34	MIDWEST TAPE	1/14/2013	Audiobook	\$19.99
31935	35	MOVIE LICENSING USA	1/14/2013	Site Licenses for Movie Copyright Compliance, 2/1/13-1/31/14 - Wh & Ren Libraries (Lic #186929001)	\$480.00
31936	36	NIPSCO	1/14/2013	Wheatfield Utilites 12/1/12-1/3/13	\$1,898.84
31937	37	PATTY STRINGFELLOW	1/14/2013	Director's Mtg Expenses, Mileage: Director's Mtg	\$54.83
31938	38	PDR DISTRIBUTION, LLC	1/14/2013	2013 Physicians' Desk Continuation	\$179.85
31939	39	POST TRIBUNE PUBLISHING, I	1/14/2013	Annual Subscription, Rens. Lib, 1/24/13-1/22/14	\$117.00
31940	40	PROQUEST LLC	1/14/2013	Microfilm of Rens Republican (5/1/12-8/31/12)	\$83.79
31941	41	ROEING CORP.	1/14/2013	Tech Maintenance Support - 1st Installment 2013	\$7,500.00
0	42	TOWN OF DEMOTTE	1/14/2013	Sewer-Dec @ DeM. (Confirm #EBPB5QF6)	\$71.90
0	43	TOWN OF WHEATFIELD	1/14/2013	Sewer @ Wh. Lib-January, Online Confirmation #DBWBOQAH	\$56.65

F4b						
Warrant	Claim					
Number	Number	Name of Claimant	Date	Explanation	Total	
31943	44	UNIQUE MANAGEMENT SERVI	1/14/2013	Collections-Dec Initial/Secondary Placements	\$216.00	
31944	45	USA TODAY	1/14/2013	Annual Newspaper Subscription-DeMotte Lib. Paid through 2/1/14	\$208.00	
31945	46	VISION SERVICE PLAN- (IN)	1/14/2013	Vision Premium, 19 employees Jan 2013	\$202.76	
31946	47	WASTE MANAGEMENT	1/14/2013	DeM. Trash Removal - Jan	\$69.30	
0	48	INPRS fbo PERF	1/14/2013	1/10/13 Payroll Contributions	\$5,191.95	
31948	49	BIERMA HARDWARE, INC.	1/14/2013	Bolts, wire, outlet box, outlet, outlet cover, wallboard saw	\$33.95	
31949	50	CAMPBELL PRINTING COMPA	1/14/2013	Self-inking Address Stamp	\$20.00	
31950	51	CENTURYLINK	1/14/2013	Rens: Local Phone & Fax- January	\$118.59	
31951	52	CIRCLE R ELECTRIC, INC.	1/14/2013	Rens: Fix exterior lighting controls, relense exterior door light, relamp parking lot light	\$1,034.70	
31952	53	DEREK J. DEJONG	1/14/2013	Mileage 1/23-12/18/12: Recycling	\$16.65	
31953	54	INDIANA NEWSPAPERS INC. #	1/14/2013	Rens: Journal & Courier newspaper subscription (2/1/13-1/31/14)	\$240.02	
31954	55	MIDDLEBURY COMMUNITY PU	1/14/2013	NICCL Dues for 2013	\$50.00	
31955	56	AVC CORPORATION	1/14/2013	2013 Annual Financial Computer Support	\$1,440.00	
31956	57	CENTURYLINK	1/14/2013	Wh: Local Phone & Fax Service- January	\$52.38	
31957	58	DUMAS & MAHNESMITH P.C.	1/14/2013	Legal Assistance- McDaniel Fire Systems Contract	\$306.25	
31958	59	KONE, INC.	1/14/2013	Dem: Quarterly Elevator Maintenance Agreement- 1/1-3/31/13	\$381.93	
31959	60	NIPSCO	1/14/2013	Dem: Utilities- 12/4/12-1/7/13	\$3,491.25	
31960	61	NWISHRM	1/14/2013	SHRM Meeting- S. Tobias	\$15.00	
0	62	AFLAC	1/25/2013	Supplemental Ins. - Jan 2013(Confirm #CBKBNQFZ)	\$209.48	
0	63	BILL HROMADA	1/25/2013	Courier Mileage, 1/1/13-1/15/13 Confirm #XBHBKQLJ	\$339.00	
0	64	CITY OF RENSSELAER	1/25/2013	12/7/12-1/8/13 Utilities-Rens. Lib (Online Conf #9BJBPQG8	\$3,218.00	
0	65	GREAT-WEST RETIREMENT S	1/25/2013	Annuity Withheld from 1/25/13 Payroll (Confirm #IBHB1Q7K)	\$1,340.00	
0	66	INPRS fbo PERF	1/25/2013	1/25/13 Payroll Contributions	\$5,335.71	
0	67	INDIANA DEPARTMENT OF RE	1/25/2013	Sales Tax Collected in 2012	\$72.28	
0	68	IRS USA TAXPAYMENT	1/25/2013	EFT-FICA & Federal Taxes w/held January 25, 13, Ref #02284251	\$12,058.93	
0	69	RENSSELAER REPUBLICAN	1/25/2013	Rens. Lib. Newspaper subscription, 2/5/13-2/5/14	\$125.00	
0	70	PAYROLL	1/25/2013	PAYROLL	\$51,101.23	
0	71	DELTA DENTAL	1/25/2013	Dental Premium- January (19 people): To Correct Voucher#982, incorrect amount for employer contribution and employee share	\$0.00	
0	72	JASPER COUNTY PUBLIC LIBR	1/31/2013	Levy Excess Transfer per DLGF	\$15,295.30	

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
<i>Total Amount of Claims</i>					\$359,181.28

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Friday, February 01, 2013

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$359,181.28

Date this _____ day of _____, 20____.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

JASPER COUNTY PUBLIC LIBRARY

Receipt Breakdown

January 31, 2013

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
FINES & FEES:			\$2,523.19	\$2,523.19
DeMotte	\$762.89	\$762.89		
Rensselaer	\$1,158.30	\$1,158.30		
Wheatfield	\$602.00	\$602.00		
PHOTOCOPIES:			\$803.31	\$803.31
DeMotte	\$324.90	\$324.90		
Rensselaer	\$333.16	\$333.16		
Wheatfield	\$145.25	\$145.25		
INTEREST (Checking, Repurchase, CDs):.....			\$85.69	\$85.69
TAXES:			\$51,798.69	\$51,798.69
Property Tax	\$0.00	\$0.00		
LOIT	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Local Option/Certified Shares	\$42,698.46	\$42,698.46		
Local Option/Property Tax Repl.	\$9,100.23	\$9,100.23		
TAXABLE SALES:-.....			\$9.78	\$9.78
REFUNDS:			\$15,499.34	\$15,499.34
Rebates/Refund	\$0.00	\$0.00		
Insurance Claims/Reimbursements	\$0.00	\$0.00		
Meeting Room Rental	\$0.00	\$0.00		
Reimbursement	\$0.00	\$0.00		
Fixed Asset Sales	\$0.00	\$0.00		
Miscellaneous Receipts	\$204.04	\$204.04		
Interfund Transfer	\$15,295.30	\$15,295.30		
TOTAL OPERATING FUND RECEIPTS.....			\$70,720.00	\$70,720.00
PLAC FUND:.....			\$0.00	\$0.00
GIFT FUNDS:			\$1,625.28	\$1,625.28
DeMotte	\$724.66	\$724.66		
Rensselaer	\$87.20	\$87.20		
Wheatfield	\$813.42	\$813.42		
LIB. IMPROV. RESERVE FUND:			\$6.07	\$6.07
Interest Earned	\$6.07	\$6.07		
Transfer from OPERATING	\$0.00	\$0.00		
BOND & INTEREST REDEMPTION FUND:			\$0.00	\$0.00
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Interfund Transfer	\$0.00	\$0.00		
RAINY DAY FUND:			\$0.00	\$0.00
Special CAGIT Distribution	\$0.00	\$0.00		
Interest Earned	\$0.00	\$0.00		
STATE TECHNOLOGY FUND GRANT FUND:-.....		\$0.00	\$0.00	\$0.00
CAPITAL PROJECTS FUND:		\$0.00	\$3.30	\$3.30
Interest Earned	\$3.30	\$3.30		
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Interfund Transfer	\$0.00	\$0.00		
HOST/HOSPITALITY FUND:-----			\$0.00	\$0.00

LEVY EXCESS FUND:-----	\$0.00	\$0.00
SALES TAX:-----	\$15.46	\$15.46
CASH CHANGE FUND	\$0.00	\$0.00
SUB-TOTAL (page 1)-----	\$72,370.11	\$72,370.11

WITHHOLDING ACCOUNT FUNDS:			\$31,153.20	\$31,153.20
FIT Tax Collected	\$8,744.08	\$8,744.08		
FICA Collected	\$7,339.18	\$7,339.18		
State Tax Collected	\$3,479.65	\$3,479.65		
County Tax Collected	\$2,714.99	\$2,714.99		
Deferred Comp Plan	\$2,680.00	\$2,680.00		
Pre-tax Insurance Plans	\$3,345.67	\$3,345.67		
Life Insurance	\$145.16	\$145.16		
PERF	\$2,704.47	\$2,704.47		
Garnishments	\$0.00	\$0.00		
Credit Union	\$0.00	\$0.00		
TOTAL RECEIPTS - ALL FUNDS-----			\$103,523.31	\$103,523.31

Voucher List**Jasper County Public Library****Report Date: From 2/11/2013 To 2/11/2013**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
31961	73	AARON'S LAWN CARE	2/11/2013	Wh: snow removal & salting 12/26/12-1/25/13; Dem: snow removal & salting 12/21/12-1/25/13	\$780.00
31962	74	ACE HARDWARE	2/11/2013	Paint, rollers, sand sponges, paint tray liners, wall anchors, bolts, coat hooks	\$79.14
31963	75	ADREANNA N. ROWLAND	2/11/2013	Reimbursement for lost book previously paid for.	\$9.95
31964	76	ALLIED WASTE SERVICES #71	2/11/2013	Wh: Trash Pick-up February	\$54.88
31965	77	AMERICAN LIB. ASSN.	2/11/2013	Bookmarks	\$18.00
31966	78	ANGELA BARTON	2/11/2013	Mileage 12/21/12-1/29/13: B2B, Management Meeting, Book Vendor Meeting; B2B expenses	\$82.03
31967	79	ANTHEM BLUE CROSS BLUE S	2/11/2013	Health Premium- February, 19 employees	\$11,883.72
31968	80	ANTHEM BLUE CROSS & BLUE	2/11/2013	Administrative COBRA services-2013 (19 participants)	\$342.00
31969	81	ANTHEM LIFE	2/11/2013	Life Insurance Premiums- February	\$103.14
31970	82	BAKER & TAYLOR	2/11/2013	Books, Continuances, AV, Auto. Yours	\$5,459.14
31971	83	BAKER & TAYLOR ENTERTAIN	2/11/2013	DVDs	\$576.31
31972	84	BETTER CONTAINERS MFG. C	2/11/2013	Love My Library Bags	\$124.36
31973	85	BLUETARP FINANCIAL, INC	2/11/2013	Humidifier filter, Belts for exhaust fans	\$24.54
31974	86	BRENDA THOMPSON	2/11/2013	Mileage 12/19/12-1/29/13: B2B, Book Vendor Meeting, Meeting with Director; B2B expenses	\$97.49
31975	87	CAPITAL ONE BANK (USA), NA	2/11/2013	Friends Luncheon expenses	\$65.40
31976	88	CARDINAL OFFICE PRODUCT	2/11/2013	Dem: Qtrly Maintenance Contract on Staff Copier; Rens: Annual Maintenance Contract on Patron Copier	\$595.55
31977	89	CARRIAGE PAPER PRODUCTS	2/11/2013	Receipt Printer Ribbons	\$119.28
31978	90	CULLIGAN OF VALPARAISO	2/11/2013	Wh: Water Cooler Rental- February; 5 gallon drinking water-4	\$38.95
31979	91	DELTA DENTAL	2/11/2013	Dental Ins. Premiums- February, 19 employees	\$531.10
31980	92	DEMCO	2/11/2013	Tape, bookmarks, DVD labels	\$286.91
31981	93	DIANA KOOY	2/11/2013	B2B expenses, Coffee Café supplies	\$26.78
31982	94	DUCKWALL-ALCO STORES, IN	2/11/2013	Adult Winter Read supplies	\$12.50
31983	95	GALE	2/11/2013	Books	\$77.60
31984	96	HERITAGE OFFICE PRODUCT	2/11/2013	Carbon paper	\$23.99
31985	97	HP PRODUCTS CORP.	2/11/2013	Bowl cleaner, mop heads	\$50.71
31986	98	INTELLIGENT CLEANING SYST	2/11/2013	Paper towels, m-fold towels	\$188.50
31987	99	JAMES R. LITTLE	2/11/2013	Wh: Lumber for mailbox	\$3.79
31988	100	KAUFMAN CONSTRUCTION	2/11/2013	Rens: snow removal & salting 12/21/12-1/25/13	\$65.00
31989	101	KIM DELGER	2/11/2013	Mileage 1/21/13: Reader's Advisory Meeting	\$24.86
31990	102	LINDA POORTENGA	2/11/2013	Mileage 1/18-1/30/13: B2B, Everglades of North Program, Vendor Meeting, Positivity Meeting; B2B expenses	\$149.25
31991	103	THE LOCK DOCTOR	2/11/2013	Wh: Lock on outside storage	\$105.00
31992	104	MIDWEST TAPE	2/11/2013	DVDs	\$97.06
31993	105	M W INSURANCE AGENCY	2/11/2013	Bonds for Treasurer and Assistant Treasurer	\$200.00
31994	106	NETWISE RESOURCES LLC	2/11/2013	Rens: Qtrly Maintenance Contract on Staff Copier; Wh: Qtrly Maintenance Contract on Staff Copier	\$638.76
31995	107	OFFICE DEPOT	2/11/2013	Contact paper, address labels, 2 soap dispensers, binder clips, stamp pad, tape	\$159.95
31996	108	ORIENTAL TRADING CO., INC	2/11/2013	Summer Reading Prizes	\$138.00
31997	109	OSBY WATER CONDITIONING	2/11/2013	Wh. Water softener chemicals	\$148.00
31998	110	THE PAPER CORPORATION	2/11/2013	Copy Paper	\$509.80
31999	111	PATTY STRINGFELLOW	2/11/2013	Mileage 1/14-2/4/13: Meeting with Branch Librarian, Management Meeting, Directors Meeting, ILF Legislative Day; ILF Legislative Day expenses	\$220.23
32000	112	PENELOPE F. CHRISTIAN	2/11/2013	Reimbursement for lost book previously paid for	\$16.99

F6b Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
32001	113	POSTMASTER	2/11/2013	Stamps	\$168.00
32002	114	PRECISION CONTROL SYSTE	2/11/2013	Rens: VAV-9 not heating, troubleshot damper, replaced controller, installed database, troubleshot cfm issue, replaced DMS battery; Rens: replaced hot water filter housing, checked for leaks, replaced outside air damper actuator, replaced boiler combustion motor, reinstalled mounting plate; Dem: VAV-20 wouldn't close damper via DMS, troubleshot issue & found auxiliary set at max, verified damper, set auxiliary to 200;	\$3,218.32
32003	115	QUILL CORPORATION	2/11/2013	Liquid paper, rubber cement, scissors, highlighters, utility knife, stamp pads, toner cartridges	\$231.60
32004	116	RAYANN GILMORE	2/11/2013	Rens. Petty Cash: postage, mileage	\$38.15
32005	117	RENSSELAER CHAMBER OF C	2/11/2013	Annual Chamber Dues, January Luncheon Meeting	\$59.50
32006	118	ROTARY CLUB of RENSSELAE	2/11/2013	Dues/Meals- November & December	\$80.00
32007	119	ROEING CORP.	2/11/2013	Tech Maintenance Support - 2nd Installment 2013, Meraki Wireless Upgrade	\$9,250.00
32008	120	RON KAMMINGA	2/11/2013	Wh: replace water heater	\$1,920.00
32009	121	SMART STORAGE LLC	2/11/2013	Wh: shelves for juvenile area	\$438.26
32010	122	SMILEMAKERS	2/11/2013	Bookmarks	\$25.95
32011	123	SVT, LLC	2/11/2013	Teens Read & Third Thursday supplies	\$23.48
32012	124	SUE TOBIAS	2/11/2013	Mileage 12/27/12-2/4/13: Bank Deposits, Post Office, SHRM Meeting	\$49.37
32013	125	SUNRISE PACKAGING INC.	2/11/2013	Audio Book Cases	\$220.94
32014	126	TECH LOGIC CORP	2/11/2013	CircIT Software Renewal- 1yr (March1-February 28)	\$1,200.00
32015	127	THE LIBRARY CORPORATION	2/11/2013	Enhanced Content Renewal: Mar 2013-Feb 2014; SIP Communications Protocol: Mar 2013-Feb 2014	\$6,187.00
32016	128	THOMSON WEST	2/11/2013	Books	\$168.50
32017	129	ULINE	2/11/2013	DVD & CD cases	\$403.69
32018	130	VISION SERVICE PLAN- (IN)	2/11/2013	Vision Ins. Premiums- February, 19 employees	\$202.76
32019	131	WAL-MART COMMUNITY/GEM	2/11/2013	Storytime supplies, Afterschool Program supplies, Visit with Santa supplies, tree storage bag, Craft Program supplies, DVDs, CDs, Tuesday Movie supplies	\$1,495.29
32020	132	THE WASHINGTON TIMES	2/11/2013	Rens: 1year subscription to The Washington Times National Weekly (Acct# WTW 47978 COUTJ208X >>1)	\$49.95
32021	133	WASTE MANAGEMENT	2/11/2013	Dem: Trash Pick-up, February	\$69.30
0	134	BILL HROMADA	2/8/2013	Courier Mileage, 1/16/13-1/31/13 Confirm #YBIBXQSO	\$406.80
0	135	GREAT-WEST RETIREMENT S	2/8/2013	Annuity Withheld from 2/8/13 Payroll (Confirm #ZBQBYQJP)	\$1,671.20
0	136	INPRS fbo PERF	2/8/2013	2/8/13 Payroll Contributions	\$5,571.25
0	138	IRS USA TAXPAYMENT	2/11/2013	EFT-FICA & Federal Taxes w/held February 8, 13, Ref #52175507	\$12,709.35
0	139	NIPSCO	2/8/2013	Wheatfield Utilites 1/3/13-1/30/13	\$2,214.51
0	140	TOWN OF DEMOTTE	2/8/2013	Sewer-Jan @ DeM. (Confirm #MB7BMQ1U)	\$71.90
0	141	TOWN OF WHEATFIELD	2/8/2013	Sewer @ Wh. Lib-February, Online Confirmation #IBLBHQVU	\$56.65
0	142	PAYROLL	2/8/2013	PAYROLL	\$53,399.75
32022	143	4-COUNTY SUPPLY	2/11/2013	Toilet replacement parts (full invoice wasn't paid in January)	\$39.58
32023	144	ACCUCUT	2/11/2013	Alphabet Diecut Set & Storage Case	\$260.00
0	145	ALLIANCE BANK	2/11/2013	Direct Deposit Fees-January 2013	\$37.30
32024	146	ALLSOURCE TELECOM, LLC	2/11/2013	Dem: Replacement & installation of Cordless Handset	\$416.00
32025	147	BUSINESS CARD	2/11/2013	Toilet replacement parts, books	\$140.80
32026	148	CENTURYLINK	2/11/2013	Rens: Local Phone & Fax- February	\$119.27
32027	149	CONSOLIDATED INSURANCE	2/11/2013	Directors & Officers Liability Annual Premium- 2013	\$2,549.18
32028	150	ENA SERVICES LLC	2/11/2013	Internet Access- January 2013	\$1,461.00
32029	151	NIPSCO	2/11/2013	Dem: Electric & Gas Service- January	\$3,576.59
32030	152	OFFICE DEPOT	2/11/2013	CD folders, construction paper, permanent markers	\$338.75
32031	153	PEGGY WOODS	2/11/2013	Mileage 1/2-1/31/13: Bank Deposits, Campbell's Printing, Post Office, AV Shopping	\$13.11

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
32032	154	TRUGREEN PROCESSING CE	2/11/2013	Ice Melt	\$125.00
32033	155	UNIQUE MANAGEMENT SERVI	2/11/2013	Collections: Initial/Secondary Placements- January	\$338.61
Total Amount of Claims					\$135,145.32

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, February 11, 2013

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$135,145.32

Date this 11th day of February, 2013.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

MARCH

**Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, March 11, 2013, 6pm
Rensselaer Public Library**

Opening of Meeting

Moment of Silence

Approval of Consent Agenda & Consent Agenda Items Action

Minutes of February Board Meeting
Bills/Financial Reports
Salary Ordinance Update (R7)
Policies for Review (R 10, R 12, R 25)

General Business

Staff Casual Dress Days (R 25)	Action
Purge of Patron Records (R 25)	Action
LSTA Technology Grant (R 26)	Information

Director's Report (R 25-R 28) Information

Items for Future Agendas

Public Forum

Adjournment

To inform, enrich, and empower our diverse community.

MINUTES

Jasper County Public Library Board of Trustees
6:00 PM

February 11, 2013
Rensselaer Library

Present: Natalie Waling, Jody Melton, Janet Umlauf, Janelle Harper, Patricia Stringfellow, Rayann Gilmore, Linda Poortenga

Absent: Timothy Schultz, Mari Anne Sayler, Deana George

Agenda & Consent Agenda Approval: The Agenda and Consent Agenda items that included the January Board Meeting Minutes, bills/financial reports, Gift Policy, Library Employees Code of Ethics Policy and revisions, and Staff Development Day closure, were approved on a motion by J. Umlauf and seconded by J. Harper. Motion passed.

Annual Report of Rensselaer Librarian and Youth Specialist: L. Poortenga, Rensselaer Library Headquarters Librarian, shared that Angela Barton, Youth Specialist, recently resigned to accept a position out of state, moving closer to her fiancé. Rensselaer Library was able to install automatic doors in the fall. Patrons were happy to see this and a patron in a wheelchair was the first to test the new doors. Security cameras were also installed to protect patrons and our collections, including the Milroy items. The Library provided story-time sessions each afternoon at the Jasper County Fairgrounds during fair week. The Tea in Winchester with General Milroy being portrayed by Rory McMahon was well received and another program with Rory McMahon is being planned. The free proctoring service that the Library offers has become more popular with several students taking advantage of the opportunity. L. Poortenga's favorite quotes from patrons this year were: "I'd just go crazy if I lost my card!" and "My favorite store in town—the price is always RIGHT!"

L. Poortenga reported that Youth Services went through a homeschooling booklist recommended by Ambleside and purchased titles that the Library did not own to reach out to more home school students and parents. Book Talks were done at the middle school and a teen patron then recognized Angela Barton outside of the library and told her that she had recommended the book "The Hunger Games" before it became really popular and how the patron had read it and then went to see the movie. Storytimes were switched to ages 2-5, instead of having a separate story time for 2-3 year olds, and are now held on Monday mornings and evenings. Teen programs have a good following. One of the most successful programs was "Cupcake Wars" during which teens were given specific ingredients that they needed to use to create a cupcake concoction. The cupcakes were judged based on taste and appearance. Additional shelving was added to the youth area to make more room for toddler and JE non-fiction titles. There was a great response to the end of summer movie shown in August with 40 people in attendance. More Friday afternoon movies are planned for August this year to see if we can continue the good response.

Jasper County Public Library Logo: The Board approved Long Range Plan states "in 2012, the Marketing Committee, in collaboration with Library Board and Staff will create a single library identity, trademark/logo, and brand." In 2012, the Marketing Committee announced a contest at Staff Development Day, seeking new logo artwork. New logo artwork was submitted by several staff members, and submissions were shared with all staff who were given the opportunity to vote on their favorite. The winning artwork was presented to the Board. J. Umlauf moved to accept the

new logo, seconded by J. Melton. Motion passed. Example of layout for the Library's letterhead using the new logo will be brought to the Board at a later meeting for preview.

Director's Report: P. Stringfellow reported that the Extension Office is offering a Larry DeBoer On Local Government presentation at the Extension Office on February 27, 2013; 10am-noon. She is planning to attend and can register any Board Members that are interested in attending as well.

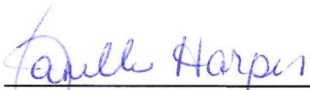
Specifications for the Library's building insurance were sent to Consolidated Insurance, MW Insurance, and Century Insurance on February 11, 2013. The quotes are due on March 15, 2013.

Our 2013 Budget was approved by the Department of Local Government Finance (DLGF). While we always expect the budget to be approved, it is not official until we receive the 1782 from DLGF.

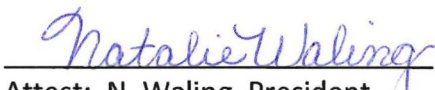
Our Indiana Public Library Annual Report 2012 has been filed with the State Library.

The mysterious odor detected at the DeMotte Library on February 1 was HVAC related.

Adjournment: With no further matters for discussion N. Waling adjourned the meeting at 6:45 PM.



Janelle Harper, Secretary Pro-Tem



Attest: N. Waling, President

CIRCULATION BY HOLDINGS CODE
February 2013

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	8	0	0	8
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJBPF)	0	0	0	0
Award Winning fiction (DAWFIC)	10	1	0	11
Award Winning non-fiction (DAWNF)	0	0	0	0
Award Winner YAFIC (DAYAF)	3	0	0	3
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	40	1	4	45
Blu-Ray (DBR)	58	0	1	59
Books on CD (DBKCD)	120	5	1	126
Books on Tape (DBKT)	0	3	0	3
Compact Disc (DCD)	282	5	6	293
Digital Audiobooks (DDA)	6	0	0	6
DVD (DDVD)	1698	20	13	1731
Equipment (DEQP)	54	0	0	54
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	48	0	0	48
Fiction (DFIC)	732	30	11	773
Fiction Fantasy (DFICF)	6	0	0	6
Fiction Mystery (DFICM)	115	19	1	135
Fiction New (DFICNEW)	395	8	10	413
Fiction Science Fiction (DFICSF)	10	0	1	11
Fiction Western (DFICW)	19	1	0	20
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	66	1	1	68
Hanging Bags (DHANG)	7	1	0	8
ILL (DILL)	66	0	0	66
Internet (DINTER)	1112	0	0	1112
Juv. Audio book (DJAUDB)	15	0	0	15
Juv. Biography (DJBIO)	25	15	1	41
Juv. Book on CD (DJBKCD)	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	20	1	0	21
Juvenile Easy (DJE)	582	33	7	622
Juv. Easy Non-fiction (DJENF)	43	2	0	45
Juv. Easy Reader (DJER)	433	9	3	445
Juv. Fiction (DJFIC)	375	8	11	394
Juv. Holiday books (DJHOL)	97	2	0	99
Juv. Magazine (DJMAG)	25	3	0	28
Juv. Music Cassette (DJMC)	0	0	0	0
Juv. Nonfiction (DJNF)	301	37	7	345
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	0	0	0	0
Juv. Toddler (DJTOD)	81	2	0	83

Large Print Fiction (DLPF)	167	9	3	179
Large Print Nonfic (DLPNF)	10	1	0	11
Magazine (DMAG)	629	0	11	640
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	10	2	0	12
Nonfiction 100 (DNF100)	13	7	1	21
Nonfiction 200 (DNF200)	24	2	0	26
Nonfiction 300 (DNF300)	55	2	3	60
Nonfiction 400 (DNF400)	2	0	0	2
Nonfiction 500 (DNF500)	19	1	6	26
Nonfiction 600 (DNF600)	198	17	10	225
Nonfiction 700 (DNF700)	62	4	5	71
Nonfiction 800 (DNF800)	5	0	0	5
Nonfiction 900 (DNF900)	76	6	0	82
Nonfiction Blu-Ray (DNFBR)	0	0	0	0
Nonfiction DVD (DNFDVD)	120	1	1	122
Nonfiction (DNFIC)	3	0	0	3
Nonfiction New (DNFNEW)	87	1	3	91
Nonfiction VHS (DNFVHS)	12	0	1	13
Oversize (DOVER)	0	0	0	0
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	2	0	0	2
Reference (DREF)	0	0	0	0
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	3	1	0	4
Software (DSWAR)	27	2	0	29
Vertical File (DVF)	1	0	0	1
VHS (DVHS)	98	6	1	105
YA Audio book (DYAUDB)	0	0	0	0
YA Biography (DYAB)	0	0	0	0
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	149	13	8	170
YA Music CD (DYACD)	4	0	0	4
YA Nonfiction (DYANF)	4	0	0	4
YA Paperback Fic (DYAPBF)	0	0	0	0
Storage (DZSTO)	22	1	0	23
Award Winner JBIO (RAJBIO)	0	0	0	0
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	7	63	0	70
Blu-Ray (RBR)	0	107	0	107
Books on CD (RBKCD)	5	155	4	164
Books on Tape (RBKT)	0	1	0	1
Compact Disc (RCD)	2	279	4	285
Digital Audiobooks (RDA)	0	10	0	10
DVD (RDVD)	38	3001	34	3073
Equipment (REQP)	0	58	0	58
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	46	0	46
Fiction (RFIC)	33	572	8	613
Fiction New (RFICNEW)	20	366	8	394

Genealogy (RGENE)	0	1	0	1
Genealogy Mag (RGMAG)	0	0	0	0
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	1	165	0	166
Hanging Bag (RHANG)	0	19	0	19
ILL (RILL)	2	72	0	74
Internet (RINTER)	0	1479	0	1479
Juv. Audio book (RJAUDB)	0	12	0	12
Juv. Biography (RJBIO)	0	101	3	104
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	1	28	0	29
Juvenile Easy (RJE)	29	696	2	727
Juv. Easy Non-fiction (RJENF)	2	90	1	93
Juv. Easy Reader (RJER)	3	325	1	329
Juv. Fiction (RJFIC)	17	644	4	665
Juv. Magazine (RJMAG)	0	34	0	34
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	9	395	2	406
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	0	0	0
Juv. Reference (RJREF)	0	0	0	0
Juv. Toddler (RJTOD)	5	136	0	141
Large Print Fiction (RLPF)	27	231	2	260
Large Print Nonfic (RLPNF)	0	12	0	12
Magazine (RMAG)	4	420	0	424
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	1	9	0	10
Non-Fiction 100 (RNF100)	3	20	0	23
Non-Fiction 200 (RNF200)	4	40	5	49
Non-Fiction 300 (RNF300)	5	71	3	79
Non-Fiction 400 (RNF400)	2	6	1	9
Non-Fiction 500 (RNF500)	0	30	0	30
Non-Fiction 600 (RNF600)	25	261	9	295
Non-Fiction 700 (RNF700)	5	63	1	69
Non-Fiction 800 (RNF800)	2	4	0	6
Non-Fiction 900 (RNF900)	7	60	1	68
Nonfiction Blu-Ray (RNFBRR)	0	4	0	4
Nonfiction DVD (RNFDVD)	1	184	0	185
Nonfiction (RNFIC)	5	45	2	52
Nonfiction new (RNFNEW)	23	211	3	237
Nonfiction VHS (RNFVHS)	0	2	0	2
Oversize (ROVER)	1	0	0	1
Professional Coll. (RPRO)	1	4	0	5
Reference (REF)	0	0	0	0
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	6	0	6
Software (RSWAR)	0	34	0	34
Vertical File (RVF)	0	1	0	1
VHS (RVHS)	0	14	0	14
YA Audio book (RYAUDB)	0	9	0	9
YA Biography (RYAB)	1	4	0	5

YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	10	129	2	141
YA Music CD (RYACD)	2	142	0	144
YA Nonfiction (RYANF)	0	13	0	13
YA Paperback Fic (RYAPBF)	0	0	0	0
Storage (RZSTO)	0	2	0	2
Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	2	4	15	21
Blu-Ray (WBR)	0	0	105	105
Books on CD (WBKCD)	13	9	148	170
Books on Tape (WBKT)	0	1	4	5
Compact Disc (WCD)	8	9	321	338
Digital Audiobooks (WDA)	1	0	4	5
DVD (WDVD)	16	17	1946	1979
Equipment (WEQP)	0	0	12	12
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	48	48
Fiction (WFIC)	37	47	320	404
Fiction Fantasy (WFICF)	1	1	4	6
Fiction Mystery (WFICM)	12	2	52	66
Fiction New (WFICNEW)	25	13	324	362
Fiction Science Fiction (WFICSF)	0	0	3	3
Fiction Western (WFICW)	0	0	9	9
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	1	1	11	13
Hanging Bags (WHANG)	1	1	8	10
ILL (WILL)	1	0	50	51
Internet (WINTER)	0	0	624	624
Juv. Audio book (WJAUDB)	0	0	2	2
Juv. Biography (WJBIO)	1	9	22	32
Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	0	0
Juv. Compact Disc (WJCD)	0	0	3	3
Juvenile Easy (WJE)	25	53	478	556
Juv. Easy Non-fiction (WJENF)	0	2	36	38
Juv. Easy Reader (WJER)	3	5	250	258
Juv. Fiction (WJFIC)	15	51	332	398
Juv. Magazine (WJMAG)	0	0	14	14
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	18	24	224	266
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	1	1
Juv. Toddler (WJTOD)	10	2	122	134
Large Print Fiction (WLPF)	21	13	94	128
Large Print Nonfic (WLPNF)	3	2	10	15
Magazine (WMAG)	23	0	294	317
Non-Fiction 000 (WNF000)	3	0	7	10
Non-Fiction 100 (WNF100)	1	3	19	23
Non-Fiction 200 (WNF200)	2	5	9	16
Non-Fiction 300 (WNF300)	5	3	15	23
Non-Fiction 400 (WNF400)	0	0	1	1

Non-Fiction 500 (WNF500)	0	0	7	7
Non-Fiction 600 (WNF600)	11	3	96	110
Non-Fiction 700 (WNF700)	3	0	32	35
Non-Fiction 800 (WNF800)	0	1	2	3
Non-Fiction 900 (WNF900)	4	1	32	37
Nonfiction Blu-Ray (WNFBR)	0	0	1	1
Nonfiction DVD (WNFDVD)	7	1	120	128
Nonfiction (WNFIC)	0	3	1	4
Nonfiction New (WNFNEW)	18	0	87	105
Nonfiction VHS (WNFVHS)	0	0	0	0
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	2	0	0	2
Software (WSWAR)	0	0	18	18
Vertical File (WVF)	0	0	1	1
VHS (WVHS)	0	0	14	14
YA Audio book (WYAUDB)	0	0	1	1
YA Biography (WYAB)	0	1	1	2
YA Books on CD (WYABKCD)	0	0	2	2
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	17	21	214	252
YA Music CD (WYACD)	0	0	0	0
YA Nonfiction (WYANF)	1	0	10	11
YA Paperback Fic (WYAPBF)	0	0	0	0
Storage (WZSTO)	0	0	0	0
TOTAL	9268	11477	6811	27556

CIRCULATION BY HOLDINGS CODE
February 2013

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	8	0	0	8
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	10	1	0	11
Award Winning non-fiction (AWNFI)	0	0	0	0
Award Winner YAFIC (AYAF)	3	0	0	3
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	49	68	19	136
Blu-Ray (BR)	58	111	107	276
Books on CD (BKCD)	138	169	153	460
Books on Tape (BKT)	0	5	4	9
Compact Disc (CD)	292	293	331	916
Digital Audiobooks (DA)	7	10	4	21
DVD (DVD)	1752	3038	1993	6783
Equipment (EQP)	54	58	12	124
See librarian (ERR)	0	0	0	0

Express Book (EXP)	48	46	48	142
Fiction (FIC)	802	649	339	1790
Fiction Fantasy (FICF)	7	1	4	12
Fiction Mystery (FICM)	127	21	53	201
Fiction New (FICNEW)	440	387	342	1169
Fiction Science Fiction (FICSF)	10	0	4	14
Fiction Western (FICW)	19	1	9	29
Genealogy (GENE)	0	1	0	1
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	68	167	12	247
Hanging Bags (HANG)	8	21	8	37
ILL (ILL)	69	72	50	191
Internet (INTR)	1112	1479	624	3215
Juv. Audio book (JAUDB)	15	12	2	29
Juv. Biography (JBIO)	26	125	26	177
Juv. Book on CD (JBCD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	0	0
Juv. Compact Disc (JCD)	21	29	3	53
Juvenile Easy (JE)	636	782	487	1905
Juv. Easy Non-Fiction (JENF)	45	94	37	176
Juv. Easy Reader (JER)	439	339	254	1032
Juv. Fiction (JFIC)	407	703	347	1457
Juv. Holiday (JHOL)	97	2	0	99
Juv. Magazine (JMAG)	25	37	14	76
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	328	456	233	1017
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	0	0	0
Juv. Reference (JREF)	0	0	1	1
Juv. Toddler (JTOD)	96	140	122	358
Large Print Fiction (LPF)	215	253	99	567
Large Print Nonfic (LPNF)	13	15	10	38
Magazine (MAG)	656	420	305	1381
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	14	11	7	32
Non-Fiction 100 (NF100)	17	30	20	67
Non-Fiction 200 (NF200)	30	47	14	91
Non-Fiction 300 (NF300)	65	76	21	162
Non-Fiction 400 (NF400)	4	6	2	12
Non-Fiction 500 (NF500)	19	31	13	63
Non-Fiction 600 (NF600)	234	281	115	630
Non-Fiction 700 (NF700)	70	67	38	175
Non-Fiction 800 (NF800)	7	5	2	14
Non-Fiction 900 (NF900)	87	67	33	187
Non-Fiction Blu-Ray (NFBR)	0	0	0	0
Non-Fiction DVD (NFDVD)	128	186	121	435
Nonfiction (NFIC)	8	48	3	59
Nonfiction New (NFNEW)	128	212	93	433
Nonfiction VHS (NFVH)	12	2	1	15
Oversize (OVER)	1	0	0	1
Professional Coll. (PROF)	1	4	0	5
Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	2	0	0	2

Reference (REF)	77	79	90	246
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	5	7	0	12
Software (SWAR)	27	36	18	81
Vertical File (VF)	1	1	1	3
VHS	98	20	15	133
YA Audio book (YAUDB)	0	9	1	10
YA Biography (YAB)	1	5	1	7
YA Books on CD (YABKCD)	0	0	2	2
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	176	163	224	563
YA Music CD (YACD)	6	142	0	148
YA Nonfiction (YANF)	5	13	10	28
YA Paperback Fic (YAPBF)	0	0	0	0
Storage (ZSTO)	22	3	0	25
				0
Free reads	676	292	105	1073
Games/Puzzles	15	28	0	43
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	10036	11876	7006	28918

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	2366	1653	1003	5022
Nonfiction	898	1127	530	2555
CHILDREN'S BOOKS				
Fiction	1596	1965	1210	4771
Nonfiction	498	677	297	1472
YA BOOKS				
Fiction	247	330	236	813
Nonfiction	6	18	11	35
Magazines, Adult	656	420	305	1381
Magazines, Children	25	37	14	76
Sound Recordings, adult	437	486	495	1418
Sound Recordings, ch	50	204	13	267
Online databases	0	0	0	0
Software	27	36	18	81
Vertical file	1	1	1	3
VHS/DVD/Blu-Ray	2048	3357	2237	7642
Equipment	54	58	12	124
Total	8909	10369	6382	25660
A-V Circulation	2562	4083	2763	9408
A-V Circulation as % of total	28.8%	39.4%	43.3%	36.7%

February 2013

DEMOTTE			RENSSELAER			WHEATFIELD			
Added	Withdrew	Circu-	Added	Withdrew	Circu-	Added	Withdrew	Circu-	Total
Vols.	Vols.	lation	Vols.	Vols.	lation	Vols.	Vols.	lation	Circ.

ADULT BOOKS

Fiction	144	53	2,366	74	49	1,653	78	18	1,003	5,022
Nonfiction	82	42	898	98	32	1,127	56	39	530	2,555

Fiction	33	1	1,596	20	2	1,965	39	1	1,210	4,771
Nonfiction	38	194	498	12	2	677	1	13	297	1,472

Fiction	20	249	247	18	1	330	26	1	236	813
Nonfiction	3	0	6	0	0	18	0	0	11	35

Magazines,Adult			656			420			305	1,381
Magazines, Child			25			37			14	76
Games, Toys										0
Sound Rec/Adult	27	0	437	9	1	486	41	0	495	1,418
Sound Rec/Child	3	0	50	33	0	204	0	0	13	267
Online Databases	0	0	0	0	0	0	0	0	0	0
Software	1	2	27	0	0	36	0	0	18	81
Vertical Files	0	0	1	1	0	1	0	0	1	3
VHS/DVD/BluRay	44	8	2,048	189	50	3,357	36	1	2,237	7,642
Equipment			54			58			12	124
TOTAL	395	549	8,909	453	137	10,369	277	73	6,382	25,660

END OF MONTH:	DEMOTTE	RENSSELAER	WHEATFIELD
Total Materials Owned	76,849	68,494	51,557
Circulation Increase/Decrease	-7.1%	1.9%	-7.6%

MONTHLY SYSTEM STATISTICS	2012	2013	% change
Current month's Circulation	26,673	25,660	-3.8%
Jan. to date circulation	52,217	52,416	0.4%

DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION	
Start of Month	End of Month	Start of Month	End of Month	Start of Month	End of Month
Volumes	Volumes	Volumes	Volumes	Volumes	Volumes
XX					
					ADULT BOOKS
22,306	22,397	13,028	13,053	14,055	14,115 Fiction
19,184	19,224	20,737	20,803	9,921	9,938 Nonfiction
					CHILDREN'S BKS
14,253	14,285	12,669	12,687	10,757	10,795 Fiction
9,608	9,452	6,831	6,841	5,737	5,725 Nonfiction
					YA BOOKS
2,248	2,019	2,840	2,857	2,331	2,356 Fiction
554	557	754	754	130	130 Nonfiction
					0 Magazines,Adult
					0 Magazines, Child
0	0	20	20	0	0 Games, Toys
3,285	3,312	3,819	3,827	3,810	3,851 Sound Rec/Adult
748	751	527	560	803	803 Sound Rec/Child
18	18	29	29	7	7 Online Databases
374	373	361	361	179	179 Software
0	0			4	4 Vertical Files
4,307	4,343	6,421	6,560	3,562	3,597 VHS/DVD/Blu-ray
118	118	142	142	57	57 Equipment
77,003	76,849	68,178	68,494	51,353	51,557 TOTAL
XX					

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT
February 2013

R5

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
		Hrs.		Hrs.		Hrs.		
INTRALIBRARY LOANS FILLED	277	60	249	54	370	80	896	194
LOCAL HISTORY								
In person	8	2	10	3	0	0	18	5
Letters written	1	1	25	25	0	0	26	26
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use-Wired	1112	46	1479	62	624	26	3215	134
Internet use-Wireless	346		739		300		1385	
Computer software used	215	18	203	17	147	12	565	47
VCR Use	0	0	0	0	1	0	1	0
Microforms	2	0	31	4	0	0	33	4
CD ROM/Online databases	184	15	403	34	82	7	669	56
Typewriter use	0	0	0	0	0	0	0	0
Other equipment used	0	0	0	0	0	0	0	0
OTHER LIBRARY SERVICES USED								
Outreach activities	36	36	12	8	0	0	48	32
Notarized documents	10	3	2	1	7	2	19	5
Meeting Room Use (no. of group	38	13	49	16	32	11	119	40
Study room use	33	3	18	2	24	2	75	6
Proctoring	0	0	0	0	1	1	1	1
Tax Forms distributed	2	0	18	0	2	0	22	0
Pull Requests	0	0	0	0	0	0	0	0
E-books downloaded								
IN-HOUSE USE ITEMS	344		238		176		758	
SELF-CHECKOUT USE	222		1049		418		1689	
INTERLIBRARY LOANS								
Requests made for:	88	22	69	17	37	9	194	49
Items rec'd for:	77	39	79	40	90	45	246	123
Items requested by other libraries	0		0		0		0	
Items supplied to other libraries	0	0	0	0	0	0	0	0

REGISTRATIONS

Total Borrowers	8232	8354	4769	21355
Non-resident, paying	1	1	0	2
PLAC card users	0	3	0	3
Reciprocal borrowers	373	520	130	1023
Number of New Patrons Added	51	31	29	

PROGRAMS

	DeMotte	Rensselaer	Wheatfield	TOTAL	HOURS SPENT
	Hrs.	Hrs.	Hrs.		

Programs for all ages	0	0	0	0	0	0	0	0
Children's Programs (0-13)	8	48	8	48	8	48	24	144
Number attending	99		106		212		417	
YA Programs (14-17)	0	0	1	6	1	6	2	12
Number attending	3		6		3		12	
Adult Programs	6	36	5	30	1	6	12	72
Number attending	108		56		33		197	
Senior Citizen Programs	7	42	4	24	3	18	14	84
Number attending	81		29		53		163	
Total Number of Programs	21	126	18	108	13	78	52	312
Total Persons Attending	291		197		301		789	
Total Attending Same Month Last Yr.	384		314		324		1022	
Total Staff Hours Spent		384		389		273	1045	1033
Total Number of In-House Program	19		17		10		46	
Total Attendance	212		175		172		559	
Total Number of Outreach Program	2		1		3		6	
Total Attendance	79		22		129		230	

CIRCULATION BY PATRON CODE

PATRONS	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	6486	75.2%	6995	67.5%	4796	74.6%	18277	71.9%
Corporate	7	0.1%	56	0.5%	0	0.0%	63	0.2%
Juvenile 0-11	78	0.9%	258	2.5%	64	1.0%	400	1.6%
Juvenile-AV	1029	11.9%	1344	13.0%	625	9.7%	2998	11.8%
Nonresident No Fee	0	0.0%	8	0.1%	13	0.2%	21	0.1%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Adult	291	3.4%	463	4.5%	122	1.9%	876	3.4%
Reciprocal Juvenile	0	0.0%	8	0.1%	0	0.0%	8	0.0%
Reciprocal Juvenile AV	2	0.0%	74	0.7%	2	0.0%	78	0.3%
Reciprocal YA	0	0.0%	15	0.1%	0	0.0%	15	0.1%
Reciprocal YA AV	0	0.0%	25	0.2%	0	0.0%	25	0.1%
School	0	0.0%	20	0.2%	0	0.0%	20	0.1%
School AV	0	0.0%	11	0.1%	0	0.0%	11	0.0%
St. Joseph College	1	0.0%	35	0.3%	0	0.0%	36	0.1%
Staff	471	5.5%	686	6.6%	428	6.7%	1585	6.2%
Walking books	54	0.6%	70	0.7%	0	0.0%	124	0.5%
YA 12-17	3	0.0%	89	0.9%	38	0.6%	130	2.9%
YA-AV	199	2.3%	209	2.0%	340	5.3%	748	2.9%
Total	8621		10366		6428		25415	
All items borrowed by nonresidents	294	3.4%	659	6.4%	137	2.1%	1090	4.3%

**Salary Ordinance 2013
Updated 3/11/13**

Name	Classification	Hrly Wage	Start Date	Hrs Worked	Library
Kaitlyn Wrezinski	Page	\$7.25	3/6/13	9	W

Kaitlyn Wrezinski has been hired as a Wheatfield Page, replacing Ian Yockey who resigned.

We have examined and approved the changes to the 2013 Jasper County Public Library Salary Ordinance. Dated 3/11/13.

MariAnne Layler
Jody Nelson
Natalie A. Helling
Jane Hurlbut

Timothy H. Scheetz

Microfilm Reader/Scanner/Printer Policy

Only persons in 6th grade or older may use the reader/scanner/printers. Younger persons must have assistance with the usage of the machine. If a parent or staff member is not available to assist, patrons not yet in 6th grade will not be permitted to use the machine. Loss or damage to the reader/scanner/printer or to microforms due to abusive handling will be paid for by the user.

Print copies are 10 cents per page.

Availability of the reader/scanner/printer is on a first come, first served basis, with a two hour limit. If no one is waiting, patron may continue use.

Library staff has the right to restrict usage for those people who cannot abide by the regulations of the library and the specific rules for use of the reader/scanner/printer.

5/96; revised 3/13

FMLA/MILITARY LEAVE POLICY

LEAVES OF ABSENCE

Employees may not engage in other work while on leave (other than military or vacation leave), nor may they take part in non-work-related activities that are inconsistent with their qualifying reasons for any type of medical and/or FMLA or personal leave. Employees abusing leave may lose their entitlement to leave and will also be subject to discipline up to and including discharge.

A. Personal Leave Of Absence

At its discretion the Library may grant an unpaid personal leave of absence upon an employee's written request to the Director after the employee has used all earned vacation. A request for a leave of absence must clearly state the reason for the leave and the amount of time requested. Requests will be granted only for **urgent** and **exceptional** circumstances, and when the leave is appropriate based on Library workload, staffing, and other factors affecting feasibility of the leave. Personal leave cannot be used to extend an FMLA or a medical leave of absence. Personal leaves of absence will be granted in one-week increments and will not typically exceed 4 weeks during a rolling 12-month period. A "rolling" 12-month period is measured backward for each employee from the date he uses personal leave. **Note:** At its discretion, the Library may grant unpaid days off for part-time employees.

At the Library's discretion, upon written request to the Director made at least three working days before the expiration of the initial approved personal leave, a personal leave may be extended, but not beyond 6 weeks in a rolling 12-month period.

At the conclusion of a personal leave of absence, you will generally be restored to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment, but the Library may reassign you based on its then current business and personnel needs. Failure to return to work at the end of a personal leave or the unavailability of a position caused by the elimination of your position or a layoff will result in the administrative termination of your employment.

B. Medical Leave Of Absence For Non-FMLA-Eligible Employees

If you are unable to work because of illness or injury (work-related or non-work-related) of more than five consecutive work days, you will be placed on a leave of absence. Absences due to illness or injury of five consecutive work days or less will be addressed under the attendance and paid time off policies.

For employees who have been employed continuously for 12 continuous weeks to one year, or are regularly scheduled to work fewer than 1,250 hours annually and, thus, typically are not FMLA eligible, medical leave may be renewed for successive periods up to a maximum of 4 weeks during a "rolling" 12-month period. This leave must be used in full-day increments. A "rolling" 12-month period is measured backward for each employee from the date the employee uses medical leave.

For employees employed fewer than 12 continuous weeks, medical leave will be granted only in the following circumstances:

(1) The employee is a qualified individual with a disability and granting a reasonable extended leave would be an accommodation that would not cause the Library undue hardship.

(2) The employee will be granted up to six weeks of medical leave for maternity purposes.

(3) The employee will be granted one period of medical leave for an absence of between six and ten consecutive work days. Any medical leave granted during the first 12 weeks of employment will be treated as part of the 4 weeks of medical leave available to employees during their first year of employment.

Medical Documentation

To be granted a medical leave, you must provide Human Resources appropriate medical documentation confirming that you are medically unable to work and estimating the length of the absence. You may be (a) asked the status of any medical condition, (b) required to provide medical evidence from your health care provider or from a health care provider of the Library's choice concerning any medical condition, (c) denied a request for medical leave or a request for renewal if it determines, from the medical evidence, that you are able to perform your work, and (d) placed or continued on medical leave if the Library determines, from the medical evidence, that you are not able to perform the essential functions of your job with or without reasonable accommodation. If you are granted a medical leave, you must use all available paid time off concurrently with the leave.

Expiration Of Leave

You must notify Human Resources at least five working days prior to the expiration of a medical leave whether you will return to work or whether you need a renewed medical leave. In either case, you must provide documentation from your health care provider confirming your ability to return to work or the basis for the need for a renewed medical leave. Failure to provide at least five days' notice may cause a delay in your return to work.

Conclusion Of Leave

At the conclusion of a medical leave of 4 weeks or less, you will generally be restored to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment. However, the Library may reassign or change your position based on its then current business and personnel needs, and the availability of any accommodation that would not cause undue hardship on its operation. If you return to work after a medical leave, you will resume employment on the same terms and conditions applicable to employees generally without having to satisfy any benefit plan waiting periods applicable to new employees. If you are not released to return to work and have exhausted all available leave time, your employment will be administratively terminated at that time.

C. Family And Medical Leave Policy

The Library provides leaves of absence to eligible employees for certain family and medical reasons. This policy is intended to comply with a federal law known as the Family and Medical Leave Act of 1993 ("FMLA"), as amended. In addition, the U.S. Department of Labor's FMLA Notice is posted in the workplace and attached at the end of this policy.

Note: This policy is not meant to address and cannot possibly address every potential situation that may implicate the FMLA. It does, however, set forth the procedures and requirements generally applicable to FMLA leave requests. In certain circumstances, the law requires the Library to designate absences as FMLA leave even when the employee does not request FMLA leave, and the Library will comply with its legal obligations in those and all other situations.

Eligibility

To be "eligible," an employee must have worked for the Library as of the date the requested leave is to begin:

for at least 12 months and

for at least 1,250 hours during the previous 12 months.

Reasons For Leave

FMLA leave may be requested for the following reasons:

Parenting Leave. This leave can be taken to care for a new son or daughter, including by birth or by adoption or foster care placement. An employee may take Parenting Leave only during the 12-month period that begins on the date of the birth, adoption, or placement, and this leave cannot be taken intermittently or on a reduced schedule;

Family Medical Leave. This leave can be taken by an employee to care for the "serious health condition" of the employee's spouse, son or daughter, or parent;

Employee Medical Leave. This leave can be taken for the employee's own "serious health condition" if the condition renders the employee unable to perform his job functions;

Military Family Exigency Leave. This leave can be taken by an employee because of a qualifying exigency arising from the fact that the employee's spouse, son or daughter, or parent is on or has been called to covered active duty in the U.S. Armed Forces. Qualifying exigencies include things such as making arrangements necessitated by short-term deployments, attending certain military events and related activities, assisting the Covered Military Member with alternative child care

arrangements when the active duty or call to active duty status necessitates a change in the existing arrangements, and assisting the Covered Military Member with certain financial and legal arrangements related to active duty or the call to active duty; or

Covered Servicemember Leave. An employee may take this leave to care for the employee's spouse, son or daughter, or parent who is a Covered Servicemember with a Serious Illness or Injury incurred or aggravated in the line of duty on active duty. Also, this leave may be taken by an employee who is the next of kin of a Covered Servicemember.

Duration of Leave

An eligible employee is entitled to a total of 12 work weeks of leave during a "rolling" 12-month period measured backward for each employee from the date he uses FMLA leave other than Covered Servicemember Leave.

For Covered Servicemember Leave, eligible employees are entitled to up to 26 workweeks of leave in a single 12-month period. For purposes of Covered Servicemember Leave only, the "single 12-month period" is the 12-month period measured forward from the first date of Covered Servicemember Leave.

When a husband and wife are both eligible employees of the Library, the husband and wife will be permitted to take only (1) a combined total of 12 weeks for Parenting Leave or (2) a combined total of 26 weeks in a single 12-month period for Covered Servicemember Leave.

Substitution of Paid Leave

Generally, FMLA leave is unpaid. However, if an employee (a) also has available paid time off and (b) the employee's leave request meets the requirements of that paid time off program, the employee will be required to use all available paid time off concurrent with FMLA leave. The Library will apply paid time off during FMLA leave in accordance with the following chart:

<u>TYPES OF PAID TIME OFF</u>	<u>APPLIED DURING</u>				
	<u>Parenting Leave</u>	<u>Family Medical Leave</u>	<u>Employee Medical Leave</u>	<u>Exigency Leave</u>	<u>Covered Service Member Leave</u>
(1) Sick Pay	Yes	Yes	Yes	No	Yes
(4) Vacation	Yes	Yes	Yes	Yes	Yes

Employees will not be required to use available paid time off when receiving worker's compensation benefits. However, where disability or workers' compensation benefits

provide replacement income that is less than the employee's full salary, employees may elect to use available paid time off to supplement such benefits with a written request to the Human Resources Department. FMLA will run concurrently with worker's compensation benefits, regardless of whether the employee supplements those benefits with available paid time off.

Intermittent or Reduced Schedule Leave

Under certain circumstances, an employee may take intermittent or reduced schedule leave in increments of no less than one-quarter hour. "Intermittent leave" generally means leave taken on an occasional basis for such reasons as medical treatments. "Reduced schedule leave" means a temporary, but regular, change in the employee's usual number of hours per day or hours per week.

An employee is not entitled to take leave intermittently or on a reduced schedule for Parenting Leave.

For Family Medical, Employee Medical, or Covered Servicemember Leave, the employee may take an intermittent or reduced schedule leave if it is medically necessary. An employee must provide certification that a medical need for leave exists and that the medical need can best be accommodated through an intermittent or reduced schedule leave. Military Family Exigency Leave may also be taken on an intermittent or reduced schedule basis.

Employees needing intermittent leave or a reduced schedule must make reasonable efforts to schedule their leave so as not to disrupt the Library's operations. In addition, if an employee requests intermittent or reduced schedule leave that is foreseeable based on planned medical treatment, the Library may require the employee to transfer temporarily to an available alternative position, with equivalent pay and benefits, for which the employee is qualified and which better accommodates intermittent or reduced schedule leaves.

Notification Requirements

An employee must request FMLA leave at least 30 days before the date FMLA leave is to begin by requesting and completing a Request for Leave Form (except in cases of medical emergency, unexpected changed circumstances, or where the need for leave is unforeseeable. In that case the employee must give notice as soon as practicable after the employee is aware that he needs to take FMLA leave). Request for Leave Forms can be obtained from Human Resources.

If an employee requests Family Medical, Employee Medical, or Covered Servicemember Leave, the employee must submit a medical certification from the employee's or family member's health care provider within 15 days after the Library delivers the written request for medical certification for FMLA leave. The certification must also notify the Library of the reasons why the intermittent or reduced schedule leave is medically necessary and of the schedule for treatment if applicable. Employees requesting Military Family Exigency Leave must also submit certification of the qualifying exigency within 15 days after the Library's written request.

If an employee fails to give 30 days' notice for a foreseeable leave with no

reasonable excuse for the delay, the Library may deny FMLA leave until at least 30 days after the date the employee provides notice of the need for FMLA leave. After an employee submits a medical certification, the Library may require an employee to obtain a second opinion from a provider of the Library's choice and at its expense. In some cases, the Library may require, at the Library's expense, a third opinion from a provider selected jointly by the employee and the Library.

During FMLA leave, an employee may be required to report periodically on his status and intent to return to work.

Employees on a Family or Employee Medical Leave may also be required to submit to the Library medical recertifications periodically during the leave period subject to the same rules as the initial medical certification. Medical recertifications may also be required under certain specific circumstances, for example, (1) when an employee requests an extension for a leave, (2) when circumstances under an initial certification have significantly changed, (3) when there is information which casts doubt on the current medical certification, or (4) when an employee is unable to return to work after FMLA leave.

Upon the conclusion of an Employee Medical Leave, the employee must present to the Library certification from his health care provider that he is able to return to work. Unless and until an employee provides this fitness-for-duty certification, the employee will not be able to return to work.

Continuation of Benefits

As a general rule, FMLA leave is unpaid. The Library, however, will maintain an employee's coverage under the Library's group health plans on the same conditions during FMLA leave as if the employee had been employed continuously during the FMLA leave period. An employee may choose not to continue coverage. An employee who continues health coverage must continue to pay his share of the premiums during an FMLA leave period to maintain coverage. An employee's premium payment is due on the same schedule as premium payments are made under COBRA.

The Library's obligation to continue group health and group life coverage during FMLA leave will end if the employee's premium payment is more than 30 days late. Even if an employee does not continue health coverage during FMLA leave, the Library will restore regular coverage if the employee returns to work.

To continue or discontinue any AFLAC, PERF, and Deferred Comp Plan benefits, the employee must make arrangements with the Business Office prior to or immediately after going on leave.

Right to Job Restoration

Upon return from FMLA leave, employees will generally be restored to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment.

Certain salaried key employees (as defined by the FMLA) may be denied restoration if their reinstatement would cause substantial and grievous economic injury to the Library. If, during FMLA leave, a reduction or other event occurs that would have changed, or even eliminated, the employee's job had the employee not taken leave, the returning employee will have no greater rights than if the employee had been continuously employed during FMLA leave. The Library will determine whether an employee will be restored to the same position or to an equivalent position.

If an employee chooses not to return to work after FMLA leave expires, the Library may recover its share of health insurance premiums paid on the employee's behalf during the FMLA leave period. The Library will seek to recover those premiums unless the employee fails to return because of (1) the continuation, recurrence, or onset of a serious health condition (or serious illness or injury, with respect to Covered Servicemember Leaves) that would otherwise entitle the employee to FMLA leave or (2) other circumstances beyond the employee's control. If an employee fails to return to work because of the continuation, recurrence, or onset of a serious health condition (or serious illness or injury, as applicable), the employee must provide a medical certification of his serious health condition or serious illness/injury. The employee must provide the certification within 30 days from the date the Library requests it. If the employee does not provide the certification in a timely manner, the Library may recover its share of the health insurance premiums paid for the employee during the entire FMLA leave period.

At the exhaustion of FMLA leave time, if an employee is unable to return to work, employment will be administratively terminated unless (1) an evaluation of the employee's circumstances indicates that the employee is a qualified individual with a disability for whom a reasonable extension of leave would be an accommodation, and the Library can provide that accommodation without causing an undue hardship on its operation; or (2) the employee is eligible for additional sick days under the Library's policy; in that case, with proper medical certification, leave will be extended for up to the number of sick days available but not for parenting or exigency leave. However, if your leave is extended in this regard, you are not assured of returning to the same or equivalent job. Instead, upon your release to return to work, you will be returned to an available position for which you are qualified; if there is no available position for which you are qualified, your employment will be administratively terminated at that time.

Selected Definitions

~~"Parent" means a biological, adoptive, step or foster father or mother, or any other individual who stood in the place of the employee's parent when the employee was a Son or Daughter (see definition of "Son or Daughter" below). The term "Parent" does not include parents "in-law."~~

~~"Son or Daughter" means a biological, adopted or foster child, a stepchild or legal ward of an employee, or a child for whom the employee stands in the place of his parent, who is either (1) under age 18 or (2) an eligible adult child age 18 or older and incapable of self care because of a mental or physical disability at the time that FMLA leave is to commence. (This definition does not apply to Covered Servicemember Leave or Military Family Exigency Leave.)~~

“Son or Daughter of a Covered Servicemember” means a Covered Servicemember’s biological, adopted or foster child, stepchild or legal ward, or a child for whom the Covered Servicemember stood in the place of his parent, who is of any age. (This definition only applies to Covered Servicemember Leave.)

“Son or Daughter on covered active duty” means (1) the employee’s biological, adopted or foster child, stepchild, or legal ward, or a child for whom the employee stood in the place of the parent when the Covered Military Member was under 18, (2) who is on active duty or call to active duty status, and (3) who is of any age. (This definition only applies to Military Family Exigency Leave.)

“Covered Active Duty” means, in the case of a member of the regular Armed Forces, duty during deployment to a foreign country. In the case of a member of a reserve component of the Armed Forces, covered active duty means duty during deployment to a foreign country under a call or order to active duty under a provision of law referred to in 10 U.S.C. § 101(a)(13)(B).

“Covered Servicemember” means a member of the Armed Forces who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the military’s temporary disability retired list for a Serious Illness or Injury. Covered Servicemember also means a veteran who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and who was a member of the Armed Forces at any time during the period of 5 years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy.

“Serious Illness or Injury” with respect to a member of the Armed Forces means an injury or illness incurred or aggravated in the line of duty and on active duty that renders the Covered Servicemember unfit to perform the duties of his or her office, grade, rank or rating. With respect to a Covered Servicemember who is a veteran, a Serious Illness or Injury means a qualifying illness or injury (as defined by the Secretary of Labor) that was incurred or aggravated in the line of duty on active duty in the Armed Forces and that manifested itself before or after the member became a veteran.

“Outpatient Status” with respect to a Covered Servicemember means the status of a member of the Armed Forces assigned to a military medical treatment facility as an outpatient or a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients.

“Veteran” is defined by 38 U.S.C. § 101.

EMPLOYEE RIGHTS AND RESPONSIBILITIES UNDER THE FAMILY AND MEDICAL LEAVE ACT

Basic Leave Entitlement

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- for incapacity due to pregnancy, prenatal medical care or child birth;
- to care for the employee's child after birth, or placement for adoption or foster care;
- to care for the employee's spouse, son, daughter or parent, who has a serious health condition; or
- for a serious health condition that makes the employee unable to perform the employee's job.

Military Family Leave Entitlements

Eligible employees whose spouse, son, daughter or parent is on covered active duty or call to covered active duty status may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness*; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.*

***The FMLA definitions of "serious injury or illness" for current servicemembers and veterans are distinct from the FMLA definition of "serious health condition".**

Benefits and Protections

During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Eligibility Requirements

Employees are eligible if they have worked for a covered employer for at least 12 months, have 1,250 hours of service in the previous 12 months*, and if at least 50 employees are employed by the employer within 75 miles.

***Special hours of service eligibility requirements apply to airline flight crew employees.**

Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and

a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave

Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

Unlawful Acts by Employers

FMLA makes it unlawful for any employer to:

- interfere with, restrain, or deny the exercise of any right provided under FMLA; and
- discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this notice. Regulation 29 C.F.R. § 825.300(a) may require additional disclosures.



For additional information:
1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627
WWW.WAGEHOUR.DOL.GOV

U.S. Department of Labor | Wage and Hour Division



WHD Publication 1420 - Revised February 2013

D. Military Family Leave Policy

Indiana's Military Family Leave Act provides leave to eligible family members of individuals on active duty in the U.S. Armed Forces or the Indiana Army or Air National Guard. "Active duty" means full-time service on active duty orders for a period of at least 90 consecutive calendar days.

Eligibility

Eligible employees include the following relatives of the individual on active duty:

- spouse;
- biological or adoptive parent;
- court-appointed guardian or custodian;
- biological grandparent;
- sibling (by blood or adoption); or
- child (by blood or adoption).

To be eligible for Military Family Leave, an employee

- must have been employed by the Library for at least 12 months and
- must have worked at least 1,500 hours during the 12-month period immediately preceding the date that the leave is to begin.

Leave Entitlement

Eligible employees may take up to 10 days off work per year as Military Family Leave. Under this policy, a year is a "rolling" 12-month period measured backward for each employee from the date he uses Military Family Leave. Leave can be taken during:

- the 30 days before active duty orders are in effect;
- during a leave provided to the one on active duty while the active duty orders are in effect; and
- the 30 days after the termination of the active duty orders.

Notification Requirements

Employees must provide a written request for Military Family Leave to Human Resources and provide a copy of active duty orders, if available, before taking leave. This request must be made at least 30 days before the date the requested leave is to begin unless the active duty orders are issued fewer than 30 days prior to the date the requested leave is to begin.

Pay During Leave

Military Family Leave is unpaid, but employees may use vacation days during this leave upon request.

Continuation Of Benefits

The Library will maintain an employee's coverage under its Health and Life Plan on the same conditions during Military Family Leave as if the employee had been employed continuously during the leave period.

Job Restoration/No Retaliation

Upon return from this leave, employees will generally be restored to their position. No action will be taken against an employee because of the use of this leave. If, during the leave, a layoff or other event occurs that would have changed, or even eliminated, your job had you not taken leave, you will have no greater rights than if he had been continuously employed during the leave.

E. Military Leave

The Library will comply with all applicable laws regarding military leaves of absence. You may elect to use vacation during military service.

5/09; revised 7/10; revised 10/11; revised 3/13

Director's Report February 2013

Consent Agenda

You will be approving the minutes of the February board meeting, bills, and financial reports.

Salary Ordinance Update: There were updates this month. Please refer to R7. **If you approve the Consent Agenda items, you will approve the updates to the 2013 Salary Ordinance.**

Policies for Review: Two policies are up for review in March: the Microfilm Reader/Printer Policy and the FMLA/Military Leave Policy. Revisions are recommended to both. Please see R 10 and R 12. Revisions to the Microfilm Reader/Printer Policy are minimal and are only to improve the content. Revisions to the FMLA/Military Leave Policy are at the advice of our employment law attorney who reviewed our current policy.

General Business

Staff Casual Dress Days: Currently staff is allowed to dress in casual attire on Wednesday (Wheatfield) or Friday (DeMotte and Rensselaer). In addition staff may dress casually on the last Wednesday of the month if they pay \$1 on Dress Down for Charity Day for the privilege. Monies collected throughout the year are donated to a community charity by staff. Recently staff has requested being allowed to dress casually on Saturday, in addition to the other approved days. Staff have expressed that Saturdays are very busy and there are fewer staff typically scheduled which means we are on our feet more. Being dressed in more comfortable attire is important to staff. In addition, a weekend is typically a more relaxed atmosphere (from the perspective of patron need). Staff also expressed it would be a nice perk for working on Saturday, to be allowed to dress more casually. Does the board approve of an additional Casual Dress Day for staff?

Purge of Patron Records: We purge our patron database on an annual basis, removing patrons who have a zero balance, no items out, and a date of last activity of at least one year. It is our policy to leave patrons in our database when their library cards are inactive but they still owe fines and/or have not returned overdue materials. We would like to purge our patron database of patrons owing \$1 or less, with no items out, and whose card expired prior to January 1, 2008. We wish to do this because the fees that we pay for some of our database licenses and our movie licensing agreements is based upon our total number of registered borrowers. Having people in our database who owe us small amounts of money may end up costing the library more than fees we would potentially collect from them. Board approval is needed to purge our patron database of patrons owing \$1 or less, with no items out, and whose card expired prior to January 1, 2008.

LSTA Technology Grant: We plan to apply for a grant offered through the State Library for the purchase of three iPads to be used by patrons in each of our libraries to access digital magazines. We will apply for approximately \$2250 and will have to commit approximately \$300 in library funds for this project. The grant application is still 'under construction' with a due date of March 15. Offering access to digital magazines is a new trend in libraries as publishers cease their print publications, replacing with digital access. We are already beginning to see this occur.

Director's Report:

Quotes for Building Insurance are due March 15. You will decide at your April meeting which quote you will accept. Since we last met two agents have contacted me about providing a quote for the library. They had 'heard through the grapevine' that we were seeking quotes. They initiated this contact, and I felt it best to allow them the opportunity so I sent them the specs. One agent works out of Remington while the other has offices in Itasca, Illinois and Indianapolis, IN. At this time I expect five quotes to be submitted by our March 15 deadline.

I contacted Donna at the DeMotte Town Hall asking questions about water hook-up for the DeMotte Library. The infrastructure is in place, from the main line to our property, but we haven't done any work on our property yet. I wanted to ask questions regarding when we should begin that work, requirements, etc. Donna explained that the library will receive a letter explaining these matters when it is time to connect to town water. We will be given time to do the work. As of mid February the town was halfway complete with their work, expecting to complete in the fall.

Rayann and I will attend two workshops in early March on the Affordable Care Act. We have been reading a lot about it and are looking forward to workshops with a Q & A component. Some of this information will be very important as we create our 2014 budget this summer.

I did attend the most recent Larry DeBoer program offered by the Extension Office. It was another great program as DeBoer reviewed Indiana's budget difficulties of the past several years and discussed the outlook for the budget in 2014 and 2015 fiscal years, which can be summed up in three words: permanently smaller government (his words).

In this winter's legislative session, a House Bill was introduced that called for a study committee of public library funding. This study is expected to take place in the summer.

Long Range Plan/Technology Plan Update: our new logo has been approved; special committees list has been reviewed/revised; numerous special committees have met; Summer Reading themes have been picked; we previewed Collection HQ; Books to Bridge plans are underway; Annual Report for the State Library and LAR are complete; Director attended ILF Legislative Day; automation and branch counterparts have met; numerous staff attended Pinterest workshop; Staff Development Day plans are

underway; interior maintenance checks are complete; inventory of Milroy items to be digitized is complete; replaced Wheatfield wireless access points with Meraki Aps; second monitor installed for Tech Librarian; began using ESET for anti-virus; currently evaluating debit/credit card payment options; offered numerous library programs, including one-on-one and group training on e-devices and resources; NW Indiana Directors have met; we have looked at a few new database options (Zinio and Read the Books, for example); Teen Tech Week plans are underway.

Many staff attended a State Library Workshop on Pinterest offered at the Wheatfield Library. We have assembled a staff work group who will begin to explore ways for the library to use Pinterest to interact with patrons and promote the library.

Systems Administrator News

Sheila attended a variety of training sessions/meetings in February: Spiceworks Helpdesk Webinar, Automation Counterparts, Pinterest Class, What's Up 24/7 Community Calendar, Boopsie Demo Webinar, and NICCL Meeting via Webinar.

New Wireless Access Points have been installed at Wheatfield Library. Paperwork for Y2013 e-rate for ENA regarding our data line requests has been submitted. Many options for patron debit/credit payments have been researched. 20 Service Requests have been opened and 23 have been closed.

Technical Services News

Becky and Peggy met with librarians for the annual Continuations meeting. At this meeting the librarians discuss items that the library regularly receives as a part of approved standing orders. Changes are made based upon patron need and library budget. Following the meeting Becky and Peggy implement requested changes and create updated lists that reflect current practice.

Peggy work with Linda P. to familiarize herself with changes to the Overdrive ordering interface. Good changes have been made, but now procedures must be updated.

DeMotte Library News

Brenda taught 4 computer classes and offered an impromptu class with 2 students about email. She is working with her staff on re-organization of DVD storage in the workroom. She is a new member of the DeMotte Chamber and has joined the committee planning the Touch of Dutch festival. This helps with library community relations.

Genealogy Specialist, Marlene, was contacted by a person in Pennsylvania regarding a divorce record and also received an email from a person in Arizona concerning an obituary for a nun originally from Ohio. She was able to locate a death notice and burial location. The Arizona resident sent a \$20 donation to the library.

Rensselaer Library News

Linda is in the processing of interviewing candidates for our open Children's Specialist position. Nancy is doing a marvelous job managing the work of the department in the absence of a Children's Specialist. She has been working a split shift on Mondays so that story time sessions (10am & 6pm) could continue uninterrupted.

February programs featured two separate programs on knitting a cup cozy and a Wii Bowling program. Youth programming featured a popular Mysterious Island program.

Wheatfield Library News

Diana reports, "The big thing of the month for me was the showing of the documentary "Everglades of the North: The Story of the Grand Kankakee Marsh". The Friends secretary distributed fliers to area businesses, and they were definitely noticed, we found out. I gave the local hardware store a bunch too and they were distributed well. We had a nice crowd of 51 that included a teen who is homeschooled and was viewing it for history. The Friends brought in finger food snacks and we had coffee, tea, and bottled water. Most folks got food in between the showing of the main segment and the additional features. Since there was a showing the same day in South Bend, the crew divided up their appearances. We had the writer/newspaper columnist Jeff Manes, and historians Sig Boezeman and Beth Bassett. Their input was also very interesting. I had set up 80 chairs, not knowing how many were coming. They had their showing at the Field Museum in Chicago two days previously, but only had 100 there since there was a blizzard up there."

Rachael reports that they started a six-week story time session with full registration, 16 in each class. Dr. Seuss celebrated a birthday recently so Rachael celebrated with local youth, reading Green Eggs and Ham during a class visit. A local high school teacher requested that the library offer a Teen Book Trailer Contest to reinforce work being done in the classroom. Carolynn worked to make this happen, and the contest is now underway, modeled after a contest we offered in a previous year.

Please contact me if you are unable to attend the March board meeting or if you have any questions about material in your packet.-Patty

JCPL FINANCIAL STATEMENT

February 28, 2013

	<u>Beginning 2013 Balance</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Ending Balance</u>
Operating Fund	\$591,983.31	\$179,075.92	\$332,483.37	\$56,219.80	\$126,939.80	\$386,439.74
Public Library Access Card Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Gift Fund	\$9,202.35	\$1,153.96	\$1,400.10	\$2,091.50	\$3,716.78	\$11,519.03
DeMotte	\$2,130.22	\$600.26	\$543.50	\$920.00	\$1,644.66	\$3,231.38
Rensselaer	\$4,970.25	\$42.70	\$345.60	\$571.50	\$658.70	\$5,283.35
Wheatfield	\$2,101.88	\$511.00	\$511.00	\$600.00	\$1,413.42	\$3,004.30
Library Improvement Reserve Fund	\$295,486.61	\$0.00	\$0.00	\$37.64	\$43.71	\$295,530.32
Bond & Interest Redemption Fund	\$192,301.65	\$0.00	\$157,640.00	\$0.00	\$0.00	\$34,661.65
Rainy Day Fund	\$304,829.02	\$0.00	\$0.00	\$0.00	\$0.00	\$304,829.02
Includes Investments of: \$275,000.00						
State Technology Fund Grant Fund	\$11,472.00	\$1,461.00	\$2,895.87	\$0.00	\$0.00	\$8,576.13
Capital Projects Fund	\$1,251,180.16	\$0.00	\$0.00	\$3.34	\$6.64	\$1,251,186.80
Includes Investments of: \$1,225,000.00						
Host/Hospitality Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levy Excess Fund	\$15,295.30	\$0.00	\$15,295.30	\$0.00	\$0.00	\$0.00
Sales Tax	\$71.40	\$0.00	\$72.28	\$7.61	\$23.07	\$22.19
Construction Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$9,175.72	\$17,919.80	\$9,175.72	\$17,919.80	\$0.00
FICA Tax Collected	\$0.00	\$7,650.73	\$14,989.91	\$7,650.73	\$14,989.91	\$0.00
State Tax Collected	\$3,474.60	\$3,479.65	\$6,954.30	\$3,607.66	\$7,087.31	\$3,607.61
County Tax Collected	\$2,652.08	\$2,714.99	\$5,367.02	\$2,826.19	\$5,541.18	\$2,826.24
Deferred Comp.	\$0.00	\$3,342.40	\$6,022.40	\$3,342.40	\$6,022.40	\$0.00
#125 Pre-tax Plan	\$0.00	\$3,345.67	\$6,691.34	\$3,345.69	\$6,691.36	\$0.02
Employee Life Insur.	\$0.00	\$135.16	\$280.32	\$135.16	\$280.32	\$0.00
Employee INPRS	\$0.00	\$2,772.56	\$5,477.03	\$2,772.56	\$5,477.03	\$0.00
Garnishments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Credit Union	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EIC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL ALL FUNDS.....	\$2,678,218.48	\$214,307.76	\$573,489.04	\$91,216.00	\$194,739.31	\$2,299,468.75

Bank Balances**Jasper County Public Library****Report as of: 2/28/2013**

Bank		
1	Alliance Bank	\$787,715.42
2	Demotte State Bank	\$5,052.04
4	PNC Bank	\$6,431.29
5	Cash On Hand	\$270.00
6	Kentland Bank CD#400043192	\$725,000.00
7		\$0.00
8		\$0.00
9	Kentland Bank CD#400043306	\$500,000.00
10	Kentland Bank CD#400043193	\$275,000.00
Total all banks =		\$2,299,468.75

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for**100 OPERATING FUND****Jasper County Public Library****Report Date: From 2/1/2013 To 2/28/2013**

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
1. Personal Services							
1.11 SALARY OF LIBRARIAN	\$61,818.00	\$0.00	\$61,818.00	\$5,151.46	\$10,227.52	\$51,590.48	16.5
1.12 SALARY OF ASSISTANTS	\$1,044,764.00	\$0.00	\$1,044,764.00	\$92,876.86	\$182,728.77	\$862,035.23	17.5
1.13 WAGES OF JANITORS	\$67,047.00	\$0.00	\$67,047.00	\$5,326.12	\$9,681.05	\$57,365.95	14.4
1.21 EMPLOYER'S SHARE-FICA	\$89,783.00	\$0.00	\$89,783.00	\$7,650.69	\$14,989.88	\$74,793.12	16.7
1.22 UNEMPLOYMENT COMPENSATION	\$3,329.00	\$0.00	\$3,329.00	\$0.00	\$241.44	\$3,087.56	7.3
1.23 EMPLOYER'S CONTRIB.- PERF	\$89,783.00	\$0.00	\$89,783.00	\$8,032.32	\$15,855.51	\$73,927.49	17.7
1.24 EMPLOYER'S CONTRIB.- INS.	\$112,764.00	\$0.00	\$112,764.00	\$9,449.37	\$18,357.64	\$94,406.36	16.3
Subtotal	\$1,469,288.00		\$1,469,288.00	\$128,486.82	\$252,081.81	\$1,217,206.19	17.2
2. Supplies							
2.11 OFFICIAL RECORDS	\$600.00	\$0.00	\$600.00	\$0.00	\$0.00	\$600.00	0.0
2.12 STATIONERY AND PRINTING	\$450.00	\$0.00	\$450.00	\$0.00	\$0.00	\$450.00	0.0
2.13 OTHER OFFICE SUPPLIES	\$8,000.00	\$0.00	\$8,000.00	\$860.54	\$977.89	\$7,022.11	12.2
2.21 CLEANING & SANITATION SUPPLIES	\$6,500.00	\$0.00	\$6,500.00	\$247.21	\$445.71	\$6,054.29	6.9
2.23 OTHER OPERATING SUPPLIES	\$8,000.00	\$0.00	\$8,000.00	\$326.36	\$1,374.09	\$6,625.91	17.2
2.31 BUILDING MATERIALS & SUPPLIES	\$2,500.00	\$0.00	\$2,500.00	\$3.79	\$3.79	\$2,496.21	0.2
2.32 PAINT AND PAINTING SUPPLIES	\$200.00	\$0.00	\$200.00	\$53.01	\$61.99	\$138.01	31.0
2.33 REPAIR PARTS	\$3,000.00	\$0.00	\$3,000.00	\$105.38	\$230.33	\$2,769.67	7.7

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
2.41 LIBRARY SUPPLIES	\$14,790.00	\$0.00	\$14,790.00	\$1,503.52	\$1,507.51	\$13,282.49	10.2
2.42 MARKETING SUPPLIES	\$50.00	\$0.00	\$50.00	\$0.00	\$0.00	\$50.00	0.0
Subtotal	\$44,090.00		\$44,090.00	\$3,099.81	\$4,601.31	\$39,488.69	10.4
3. Other Services and Charges							
3.13 LEGAL SERVICES	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$306.25	\$4,693.75	6.1
3.14 OTHER PROFESSIONAL SERVICES	\$13,000.00	\$0.00	\$13,000.00	\$342.00	\$822.00	\$12,178.00	6.3
3.145 DATABASES & LICENSING SERVICES	\$20,795.00	\$0.00	\$20,795.00	\$0.00	\$1,560.00	\$19,235.00	7.5
3.146 E-BOOKS SERVICES	\$12,300.00	\$0.00	\$12,300.00	\$0.00	\$0.00	\$12,300.00	0.0
3.21 TELEPHONE	\$4,200.00	\$0.00	\$4,200.00	\$178.73	\$349.70	\$3,850.30	8.3
3.22 POSTAGE	\$3,200.00	\$0.00	\$3,200.00	\$202.30	\$202.30	\$2,997.70	6.3
3.23 MILEAGE	\$20,000.00	\$0.00	\$20,000.00	\$1,391.13	\$2,130.53	\$17,869.47	10.7
3.24 PROFESSIONAL MEETINGS	\$7,000.00	\$0.00	\$7,000.00	\$103.70	\$287.16	\$6,712.84	4.1
3.25 FREIGHT	\$1,500.00	\$0.00	\$1,500.00	\$66.19	\$91.05	\$1,408.95	6.1
3.26 NETWORKING	\$59,540.00	\$0.00	\$59,540.00	\$0.00	\$0.00	\$59,540.00	0.0
3.31 ADVERTISING & PUBLIC NOTICES	\$800.00	\$0.00	\$800.00	\$0.00	\$0.00	\$800.00	0.0
3.33 MARKETING ADVERTISING	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.0
3.41 OFFICIAL BONDS	\$250.00	\$0.00	\$250.00	\$200.00	\$200.00	\$50.00	80.0
3.42 OTHER INSURANCE	\$27,500.00	\$0.00	\$27,500.00	\$2,549.18	\$2,549.18	\$24,950.82	9.3
3.51 GAS	\$30,000.00	\$0.00	\$30,000.00	\$2,507.14	\$4,993.33	\$25,006.67	16.6
3.52 ELECTRICITY	\$85,000.00	\$0.00	\$85,000.00	\$6,289.51	\$12,127.21	\$72,872.79	14.3
3.53 WATER	\$2,000.00	\$0.00	\$2,000.00	\$137.55	\$246.10	\$1,753.90	12.3
3.54 WASTE DISPOSAL SERVICES	\$5,700.00	\$0.00	\$5,700.00	\$431.28	\$859.66	\$4,840.34	15.1
3.61 BUILDING & STRUCTURES	\$58,920.00	\$0.00	\$58,920.00	\$6,088.32	\$7,243.02	\$51,676.98	12.3

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
3.62 EQUIPMENT REPAIRS	\$880.00	\$0.00	\$880.00	\$0.00	\$0.00	\$880.00	0.0
3.72 EQUIPMENT RENTALS	\$650.00	\$0.00	\$650.00	\$9.95	\$74.90	\$575.10	11.5
3.91 DUES	\$2,800.00	\$0.00	\$2,800.00	\$73.50	\$123.50	\$2,676.50	4.4
3.93 TAXES & ASSESSMENTS	\$325.00	\$0.00	\$325.00	\$0.00	\$0.00	\$325.00	0.0
3.94 TRANSFER TO LIRF	\$120,000.00	\$0.00	\$120,000.00	\$0.00	\$0.00	\$120,000.00	0.0
3.95 BOOK REIMBURSEMENT	\$500.00	\$9.95	\$509.95	\$26.94	\$26.94	\$483.01	5.3
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$120.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$106,745.00	\$0.00	\$106,745.00	\$16,497.22	\$26,446.90	\$80,298.10	24.8
Subtotal	\$590,225.00	\$9.95	\$590,234.95	\$37,094.64	\$60,639.73	\$529,595.22	10.3
4. Capital Outlays							
4.4 FURNITURE & EQUIPMENT	\$39,255.00	\$0.00	\$39,255.00	\$2,166.00	\$2,166.00	\$37,089.00	5.5
4.51 BOOKS	\$150,000.00	\$0.00	\$150,000.00	\$4,740.08	\$8,673.73	\$141,326.27	5.8
4.52 PERIODICALS & NEWSPAPERS	\$25,000.00	\$0.00	\$25,000.00	\$455.95	\$1,145.97	\$23,854.03	4.6
4.53 NONPRINTED MATERIALS	\$56,913.00	\$0.00	\$56,913.00	\$3,032.62	\$3,174.82	\$53,738.18	5.6
Subtotal	\$271,168.00		\$271,168.00	\$10,394.65	\$15,160.52	\$256,007.48	5.6
Grand Total	\$2,374,771.00	\$9.95	\$2,374,780.95	\$179,075.92	\$332,483.37	\$2,042,297.58	14.0

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Changes to Appropriations

<i>Date</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Reason</i>
2/11/2013	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$9.95	Refund on Lost Bk Pd 1/18/13 & Found - A/P#75

Net Changes by Fund	
<i>Fund Number</i>	<i>Net Change</i>
100	\$9.95

Voucher List**Jasper County Public Library****Report Date: From 2/1/2013 To 2/28/2013**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
31961	73	AARON'S LAWN CARE	2/11/2013	Wh: snow removal & salting 12/26/12-1/25/13; Dem: snow removal & salting 12/21/12-1/25/13	\$780.00
31962	74	ACE HARDWARE	2/11/2013	Paint, rollers, sand sponges, paint tray liners, wall anchors, bolts, coat hooks	\$79.14
31963	75	ADREANNA N. ROWLAND	2/11/2013	Reimbursement for lost book previously paid for.	\$9.95
31964	76	ALLIED WASTE SERVICES #71	2/11/2013	Wh: Trash Pick-up February	\$54.88
31965	77	AMERICAN LIB. ASSN.	2/11/2013	Bookmarks	\$18.00
31966	78	ANGELA BARTON	2/11/2013	Mileage 12/21/12-1/29/13: B2B, Management Meeting, Book Vendor Meeting; B2B expenses	\$82.03
31967	79	ANTHEM BLUE CROSS BLUE S	2/11/2013	Health Premium- February, 19 employees	\$11,883.72
31968	80	ANTHEM BLUE CROSS & BLUE	2/11/2013	Administrative COBRA services-2013 (19 participants)	\$342.00
31969	81	ANTHEM LIFE	2/11/2013	Life Insurance Premiums- February	\$103.14
31970	82	BAKER & TAYLOR	2/11/2013	Books, Continuations, AV, Auto. Yours	\$5,459.14
31971	83	BAKER & TAYLOR ENTERTAIN	2/11/2013	DVDs	\$576.31
31972	84	BETTER CONTAINERS MFG. C	2/11/2013	Love My Library Bags	\$124.36
31973	85	BLUETARP FINANCIAL, INC	2/11/2013	Humidifier filter, Belts for exhaust fans	\$24.54
31974	86	BRENDA THOMPSON	2/11/2013	Mileage 12/19/12-1/29/13: B2B, Book Vendor Meeting, Meeting with Director; B2B expenses	\$97.49
31975	87	CAPITAL ONE BANK (USA), NA	2/11/2013	Friends Luncheon expenses	\$65.40
31976	88	CARDINAL OFFICE PRODUCT	2/11/2013	Dem: Qtrly Maintenance Contract on Staff Copier; Rens: Annual Maintenance Contract on Patron Copier	\$595.55
31977	89	CARRIAGE PAPER PRODUCTS	2/11/2013	Receipt Printer Ribbons	\$119.28
31978	90	CULLIGAN OF VALPARAISO	2/11/2013	Wh: Water Cooler Rental- February; 5 gallon drinking water-4	\$38.95
31979	91	DELTA DENTAL	2/11/2013	Dental Ins. Premiums- February, 19 employees	\$531.10
31980	92	DEMCO	2/11/2013	Tape, bookmarks, DVD labels	\$286.91
31981	93	DIANA KOOY	2/11/2013	B2B expenses, Coffee Café supplies	\$26.78
31982	94	DUCKWALL-ALCO STORES, IN	2/11/2013	Adult Winter Read supplies	\$12.50
31983	95	GALE	2/11/2013	Books	\$77.60
31984	96	HERITAGE OFFICE PRODUCT	2/11/2013	Carbon paper	\$23.99
31985	97	HP PRODUCTS CORP.	2/11/2013	Bowl cleaner, mop heads	\$50.71
31986	98	INTELLIGENT CLEANING SYST	2/11/2013	Paper towels, m-fold towels	\$188.50
31987	99	JAMES R. LITTLE	2/11/2013	Wh: Lumber for mailbox	\$3.79
31988	100	KAUFMAN CONSTRUCTION	2/11/2013	Rens: snow removal & salting 12/21/12-1/25/13	\$65.00
31989	101	KIM DELGER	2/11/2013	Mileage 1/21/13: Reader's Advisory Meeting	\$24.86
31990	102	LINDA POORTENGA	2/11/2013	Mileage 1/18-1/30/13: B2B, Everglades of North Program, Vendor Meeting, Positivity Meeting; B2B expenses	\$149.25
31991	103	THE LOCK DOCTOR	2/11/2013	Wh: Lock on outside storage	\$105.00
31992	104	MIDWEST TAPE	2/11/2013	DVDs	\$97.06
31993	105	M W INSURANCE AGENCY	2/11/2013	Bonds for Treasurer and Assistant Treasurer	\$200.00
31994	106	NETWISE RESOURCES LLC	2/11/2013	Rens: Qtrly Maintenance Contract on Staff Copier; Wh: Qtrly Maintenance Contract on Staff Copier	\$638.76
31995	107	OFFICE DEPOT	2/11/2013	Contact paper, address labels, 2 soap dispensers, binder clips, stamp pad, tape	\$159.95
31996	108	ORIENTAL TRADING CO., INC	2/11/2013	Summer Reading Prizes	\$138.00
31997	109	OSBY WATER CONDITIONING	2/11/2013	Wh. Water softener chemicals	\$148.00
31998	110	THE PAPER CORPORATION	2/11/2013	Copy Paper	\$509.80
31999	111	PATTY STRINGFELLOW	2/11/2013	Mileage 1/14-2/4/13: Meeting with Branch Librarian, Management Meeting, Directors Meeting, ILF Legislative Day; ILF Legislative Day expenses	\$220.23
32000	112	PENELOPE F. CHRISTIAN	2/11/2013	Reimbursement for lost book previously paid for	\$16.99

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
32001	113	POSTMASTER	2/11/2013	Stamps	\$168.00
32002	114	PRECISION CONTROL SYSTE	2/11/2013	Rens: VAV-9 not heating, troubleshot damper, replaced controller, installed database, troubleshot cfm issue, replaced DMS battery; Rens: replaced hot water filter housing, checked for leaks, replaced outside air damper actuator, replaced boiler combustion motor, reinstalled mounting plate; Dem: VAV-20 wouldn't close damper via DMS, troubleshot issue & found auxiliary set at max, verified damper, set auxiliary to 200;	\$3,218.32
32003	115	QUILL CORPORATION	2/11/2013	Liquid paper, rubber cement, scissors, highlighters, utility knife, stamp pads, toner cartridges	\$231.60
32004	116	RAYANN GILMORE	2/11/2013	Rens. Petty Cash: postage, mileage	\$38.15
32005	117	RENSSELAER CHAMBER OF C	2/11/2013	Annual Chamber Dues, January Luncheon Meeting	\$59.50
32006	118	ROTARY CLUB of RENSSSELAE	2/11/2013	Dues/Meals- November & December	\$80.00
32007	119	ROEING CORP.	2/11/2013	Tech Maintenance Support - 2nd Installment 2013, Meraki Wireless Upgrade	\$9,250.00
32008	120	RON KAMMINGA	2/11/2013	Wh: replace water heater	\$1,920.00
32009	121	SMART STORAGE LLC	2/11/2013	Wh: shelves for juvenile area	\$438.26
32010	122	SMILEMAKERS	2/11/2013	Bookmarks	\$25.95
32011	123	SVT, LLC	2/11/2013	Teens Read & Third Thursday supplies	\$23.48
32012	124	SUE TOBIAS	2/11/2013	Mileage 12/27/12-2/4/13: Bank Deposits, Post Office, SHRM Meeting	\$49.37
32013	125	SUNRISE PACKAGING INC.	2/11/2013	Audio Book Cases	\$220.94
32014	126	TECH LOGIC CORP	2/11/2013	CircIT Software Renewal- 1yr (March1-February 28)	\$1,200.00
32015	127	THE LIBRARY CORPORATION	2/11/2013	Enhanced Content Renewal: Mar 2013-Feb 2014; SIP Communications Protocol: Mar 2013-Feb 2014	\$6,187.00
32016	128	THOMSON WEST	2/11/2013	Books	\$168.50
32017	129	ULINE	2/11/2013	DVD & CD cases	\$403.69
32018	130	VISION SERVICE PLAN- (IN)	2/11/2013	Vision Ins. Premiums- February, 19 employees	\$202.76
32019	131	WAL-MART COMMUNITY/GEM	2/11/2013	Storytime supplies, Afterschool Program supplies, Visit with Santa supplies, tree storage bag, Craft Program supplies, DVDs, CDs, Tuesday Movie supplies	\$1,495.29
32020	132	THE WASHINGTON TIMES	2/11/2013	Rens: 1year subscription to The Washington Times National Weekly (Acct# WTW 47978 COUTJ208X >>1)	\$49.95
32021	133	WASTE MANAGEMENT	2/11/2013	Dem: Trash Pick-up, February	\$69.30
0	134	BILL HROMADA	2/8/2013	Courier Mileage, 1/16/13-1/31/13 Confirm #YBIBXQSO	\$406.80
0	135	GREAT-WEST RETIREMENT S	2/8/2013	Annuity Withheld from 2/8/13 Payroll (Confirm #ZBQBYQJP)	\$1,671.20
0	136	INPRS fbo PERF	2/8/2013	2/8/13 Payroll Contributions	\$5,571.25
0	137	INDIANA DEPARTMENT OF RE	2/20/2013	EFT-State & County Taxes w/held Jan 2013 Payrolls, Ref #65088	\$6,194.64
0	138	IRS USA TAXPAYMENT	2/11/2013	EFT-FICA & Federal Taxes w/held February 8, 13, Ref #52175507	\$12,709.35
0	139	NIPSCO	2/8/2013	Wheatfield Utilites 1/3/13-1/30/13	\$2,214.51
0	140	TOWN OF DEMOTTE	2/8/2013	Sewer-Jan @ DeM. (Confirm #MB7BMQ1U)	\$71.90
0	141	TOWN OF WHEATFIELD	2/8/2013	Sewer @ Wh. Lib-February, Online Confirmation #IBLBHQUVU	\$56.65
0	142	PAYROLL	2/8/2013	PAYROLL	\$53,399.75
32022	143	4-COUNTY SUPPLY	2/11/2013	Toilet replacement parts (full invoice wasn't paid in January)	\$39.58
32023	144	ACCUCUT	2/11/2013	Alphabet Diecut Set & Storage Case	\$260.00
0	145	ALLIANCE BANK	2/11/2013	Direct Deposit Fees-January 2013	\$37.30
32024	146	ALLSOURCE TELECOM, LLC	2/11/2013	Dem: Replacement & installation of Cordless Handset	\$416.00
32025	147	BUSINESS CARD	2/11/2013	Toilet replacement parts, books	\$140.80
32026	148	CENTURYLINK	2/11/2013	Rens: Local Phone & Fax- February	\$119.27
32027	149	CONSOLIDATED INSURANCE	2/11/2013	Directors & Officers Liability Annual Premium- 2013	\$2,549.18
32028	150	ENA SERVICES LLC	2/11/2013	Internet Access- January 2013	\$1,461.00
32029	151	NIPSCO	2/11/2013	Dem: Electric & Gas Service- January	\$3,576.59
32030	152	OFFICE DEPOT	2/11/2013	CD folders, construction paper, permanent markers	\$338.75

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
32031	153	PEGGY WOODS	2/11/2013	Mileage 1/2-1/31/13: Bank Deposits, Campbell's Printing, Post Office, AV Shopping	\$13.11
32032	154	TRUGREEN PROCESSING CE	2/11/2013	Ice Melt	\$125.00
32033	155	UNIQUE MANAGEMENT SERVI	2/11/2013	Collections: Initial/Secondary Placements- January	\$338.61
0	156	PAYROLL	2/25/2013	PAYROLL	\$49,954.69
0	157	AFLAC	2/25/2013	Supplemental Ins. - Feb 2013(Confirm #GBFB9SY9)	\$209.48
0	158	BILL HROMADA	2/25/2013	Courier Mileage 2/1-2/15/13 (conf# MB6B4S71)	\$372.90
0	159	CENTURYLINK	2/25/2013	Wh: Fax Service- February (conf# XBPB9SSA)	\$14.32
0	160	CENTURYLINK	2/25/2013	Wh: Local Phone Service- February (conf# CBCB9SSA)	\$38.56
0	161	CENTURYLINK	2/25/2013	Long Distance Phone Service- January 2013 (conf# SB2B9QNS)	\$6.58
0	162	CHICAGO TRIBUNE	2/25/2013	Rensselaer Newspaper Subsc, 2/25/13-2/24/14 (M-F issues) (conf# OBVB1S72)	\$156.00
0	163	CITY OF RENSSELAER	2/25/2013	Rens: Utilities 1/8-2/7/13 (conf# UB5BYSPC)	\$3,292.65
0	164	COMMUNITY MEDIA GROUP, I	2/25/2013	Rensselaer Republican Subscription Acct# 0043509 2/6/13-2/5/14 (conf# 9BPBVSCQ) (correcting payment, first payment sent to incorrect address A/P 69)	\$125.00
0	165	COMMUNITY MEDIA GROUP, I	2/25/2013	Rensselaer Republican Subscription acct# 0038731 2/26/13-2/25/14 (conf# EBPBDS89)	\$125.00
0	166	GREAT-WEST RETIREMENT S	2/25/2013	Annuity Withheld from 2/25/13 Payroll (Confirm #4BWB1SI2)	\$1,671.20
0	167	IRS USA TAXPAYMENT	2/26/2013	EFT-FICA & Federal Taxes w/held February 25, 13, Ref #15289175	\$11,767.79
0	168	INPRS fbo PERF	2/25/2013	2/25/13 Payroll Contributions	\$5,233.63
Total Amount of Claims					\$214,307.76

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, March 04, 2013

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$214,307.76

Date this 11th day of March, 20 13.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

JASPER COUNTY PUBLIC LIBRARY

Receipt Breakdown

February 28, 2013

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
FINES & FEES:			\$3,394.74	\$5,917.93
DeMotte	\$963.34	\$1,726.23		
Rensselaer	\$1,431.23	\$2,589.53		
Wheatfield	\$1,000.17	\$1,602.17		
PHOTOCOPIES:			\$824.65	\$1,627.96
DeMotte	\$359.35	\$684.25		
Rensselaer	\$314.20	\$647.36		
Wheatfield	\$151.10	\$296.35		
INTEREST (Checking, Repurchase, CDs):.....			\$93.34	\$179.03
TAXES:			\$51,798.69	\$103,597.38
Property Tax	\$0.00	\$0.00		
LOIT	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Local Option/Certified Shares	\$42,698.46	\$85,396.92		
Local Option/Property Tax Repl.	\$9,100.23	\$18,200.46		
TAXABLE SALES:-.....			\$8.38	\$18.16
REFUNDS:			\$100.00	\$15,599.34
Rebates/Refund	\$0.00	\$0.00		
Insurance Claims/Reimbursements	\$0.00	\$0.00		
Meeting Room Rental	\$100.00	\$100.00		
Reimbursement	\$0.00	\$0.00		
Fixed Asset Sales	\$0.00	\$0.00		
Miscellaneous Receipts	\$0.00	\$204.04		
Interfund Transfer	\$0.00	\$15,295.30		
TOTAL OPERATING FUND RECEIPTS.....			\$56,219.80	\$126,939.80
PLAC FUND:.....			\$0.00	\$0.00
GIFT FUNDS:			\$2,091.50	\$3,716.78
DeMotte	\$920.00	\$1,644.66		
Rensselaer	\$571.50	\$658.70		
Wheatfield	\$600.00	\$1,413.42		
LIB. IMPROV. RESERVE FUND:			\$37.64	\$43.71
Interest Earned	\$37.64	\$43.71		
Transfer from OPERATING	\$0.00	\$0.00		
BOND & INTEREST REDEMPTION FUND:		\$0.00	\$0.00	\$0.00
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Interfund Transfer	\$0.00	\$0.00		
RAINY DAY FUND:		\$0.00	\$0.00	\$0.00
Special CAGIT Distribution	\$0.00	\$0.00		
Interest Earned	\$0.00	\$0.00		
STATE TECHNOLOGY FUND GRANT FUND:-.....		\$0.00	\$0.00	\$0.00
CAPITAL PROJECTS FUND:		\$3.30	\$3.34	\$6.64
Interest Earned	\$3.34	\$6.64		
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Interfund Transfer	\$0.00	\$0.00		
HOST/HOSPITALITY FUND:.....			\$0.00	\$0.00

LEVY EXCESS FUND:-----	\$0.00	\$0.00
SALES TAX:-----	\$7.61	\$23.07
CASH CHANGE FUND	\$0.00	\$0.00
SUB-TOTAL (page 1)-----	\$58,359.89	\$130,730.00

WITHHOLDING ACCOUNT FUNDS:			\$32,856.11	\$64,009.31
FIT Tax Collected	\$9,175.72	\$17,919.80		
FICA Collected	\$7,650.73	\$14,989.91		
State Tax Collected	\$3,607.66	\$7,087.31		
County Tax Collected	\$2,826.19	\$5,541.18		
Deferred Comp Plan	\$3,342.40	\$6,022.40		
Pre-tax Insurance Plans	\$3,345.69	\$6,691.36		
Life Insurance	\$135.16	\$280.32		
PERF	\$2,772.56	\$5,477.03		
Garnishments	\$0.00	\$0.00		
Credit Union	\$0.00	\$0.00		
TOTAL RECEIPTS - ALL FUNDS-----			\$91,216.00	\$194,739.31

*Voucher List***Jasper County Public Library****Report Date: From 3/1/2013 To 3/11/2013**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
32034	169	AARON'S LAWN CARE	3/11/2013	DeM: snow removal & salting 2/2-2/27/13; Wh: snow removal & salting 2/2-2/27/13	\$870.00
32035	170	ACE HARDWARE	3/11/2013	Toilet repair parts, solder & iron for repair of emergency doors, bolts, smoke alarm battery, nuts, toilet seats	\$80.53
32036	171	ALLIED WASTE SERVICES #71	3/11/2013	Wh: Trash Pick-up March	\$54.88
32037	172	ANTHEM BLUE CROSS BLUE	3/11/2013	Health Premium- March, 18 employees	\$11,292.49
32038	173	ANTHEM LIFE	3/11/2013	Life Insurance Premiums- March	\$100.80
32039	174	BAKER & TAYLOR ENTERTAIN	3/11/2013	DVDs	\$133.94
32040	175	BAKER & TAYLOR	3/11/2013	Books, Continuations, AV, Auto. Yours	\$8,446.04
32041	176	BUSINESS CARD	3/11/2013	DVDs, audiobooks, books, Teen Tech Week prizes, shopping expenses, children's supplies, B2B expenses, Branch Counterparts expenses, Director's Meeting expenses,	\$753.86
32042	177	BRENDA THOMPSON	3/11/2013	Mileage 2/14-2/27/13: Management meeting, B2B, Branch Counterparts	\$80.34
32043	178	CAPSTONE PRESS	3/11/2013	Books	\$4,485.72
32044	179	CULLIGAN WATER CONDITIO	3/11/2013	Wh: Water Cooler Rental- March	\$9.95
32045	180	DAVIDSON TITLES INC.	3/11/2013	Books	\$1,476.12
32046	181	DEMCO	3/11/2013	Genre stickers, daily record checking cards, round DVD/CD labels, book pockets, polyfit	\$435.05
32047	182	DIANA KOOY	3/11/2013	Adult Reading Weekly Prizes	\$10.00
32048	183	ALCO STORES, INC.	3/11/2013	Adult Reading Program supplies	\$11.50
32049	184	FLEX-PAC INC	3/11/2013	Facial Tissue	\$148.77
32050	185	HAMSTRA BUILDERS, INC.	3/11/2013	Wh: replaced bad bearing on ERV Blower Motor Assembly	\$208.80
32051	186	HERITAGE OFFICE PRODUCT	3/11/2013	Nametag- M. Widner	\$11.50
32052	187	HP PRODUCTS	3/11/2013	Gleme glass cleaner, neutral cleaner, vaccuum bags, vaccuum filters	\$197.60
32053	188	JAMES R. LITTLE	3/11/2013	Toilet repair parts, Art Wall lighting	\$440.69
32054	189	JUNIOR LIBRARY GUILD	3/11/2013	Books	\$171.00
32055	190	KIRBY RISK CORPORATION	3/11/2013	4' fluorescent bulbs	\$169.20
32056	191	KOLORTECH, INC.	3/11/2013	MH250 lightbulbs	\$142.80
32057	192	LINDA POORTENGA	3/11/2013	Mileage 2/4-2/27/13: Librarian's Council meeting, Pinterest workshop, B2B, Bank deposit, Branch Counterparts	\$78.76
32058	193	THE LOCK DOCTOR	3/11/2013	Rens: repair/align lock strike on outdoor storage lock, 4 outdoor storage keys	\$83.00
32059	194	MARLENE BEEDLE	3/11/2013	Mileage 2/8/13: Pinterest workshop	\$9.04
32060	195	MIDWEST TAPE	3/11/2013	DVDs	\$208.29
32061	196	MOOLENAAR SUPREME LAW	3/11/2013	2013 Annual Lawn Fertilization & Grub Control Applications- Dem & Rens Lib	\$720.00
32062	197	MORGAN SPURR	3/11/2013	Reimbursement for overcharge for lost book.	\$8.60
32063	198	OVERDRIVE	3/11/2013	Database Maintenance Fee & Future Content Purchases (February 2013-January 2014)	\$3,000.00
32064	199	THE PAPER CORPORATION	3/11/2013	Copy Paper	\$509.80
32065	200	PATRICIA MCDANIEL	3/11/2013	Book	\$20.00
32066	201	POSTMASTER	3/11/2013	Stamps	\$170.00
32067	202	PRECISION CONTROL SYSTE	3/11/2013	Rens: checked heating valve operation, put damper at 37% fixed position temporarily; DeM: replaced drive pulley & belts on AHU #1, checked tension, parts	\$1,356.41
32068	203	QUILL CORPORATION	3/11/2013	Toner cartridges, plastic magazine edges, copy paper, sticky notes, stamp pad, typewriter ribbon, staples	\$251.53
32069	204	RENSSELAER CHAMBER OF C	3/11/2013	February Luncheon Meeting	\$10.00

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
32070	205	Rory McMahan	3/11/2013	Mad Hatter program presenter	\$200.00
32071	206	SALEM PRESS, INC.	3/11/2013	Books	\$840.00
32072	207	SARAH GIVENS	3/11/2013	Reimbursement for lost book previously paid for.	\$9.64
32073	208	SVT, LLC	3/11/2013	Management Meeting expenses, Winter Read prizes	\$49.76
32074	209	SUNRISE PACKAGING INC.	3/11/2013	Audiobook cases	\$485.51
32075	210	TOWN OF DEMOTTE	3/11/2013	DeM: sewer- February	\$71.90
32076	211	TOWN OF WHEATFIELD	3/11/2013	Wh: sewer- March	\$56.65
32077	212	TRUGREEN PROCESSING CE	3/11/2013	Ice Melt	\$125.00
32078	213	VISION SERVICE PLAN- (IN)	3/11/2013	Vision Ins. Premiums- March, 18 employees	\$192.41
32079	214	WAL-MART COMMUNITY/GEC	3/11/2013	After School program supplies, Storytime supplies, magazine, wipes	\$49.47
32080	215	WASTE MANAGEMENT	3/11/2013	DeM: Trash Pick-up, March	\$69.30
32081	216	YVONNE DEL VECCHIO	3/11/2013	Mileage 12/26/12-2/28/13: Walking Books, Book Club, Marketing Committee Meeting, Pinterest Workshop, Community Connection/Program Flyer Distribution	\$59.08
0	217	PAYROLL	3/8/2013	PAYROLL	\$44,232.82
0	218	BILL HROMADA	3/8/2013	Courier Mileage 2/18-2/28/13 Conf#3BCB6SGG	\$305.10
0	219	GREAT-WEST RETIREMENT S	3/8/2013	Annuity Withheld from 3/8/13 Payroll (conf#5BKBWSNH)	\$1,536.20
0	220	INPRS fbo PERF	3/8/2013	3/8/13 Payroll Contributions	\$4,621.43
0	221	INDIANA DEPARTMENT OF RE	3/8/2013	EFT- State & County Taxes withheld Feb 2013 Payrolls, Ref# 77841	\$6,433.85
0	222	IRS USA TAXPAYMENT	3/8/2013	EFT- FICA & Federal Taxes withheld 3/8/13 Payroll, Ref# 12181598	\$10,040.40
32082	223	BIERMA HARDWARE, INC.	3/11/2013	Fill valve, bolt washers, toilet bolts, flush valve	\$28.06
32083	224	CENTURYLINK	3/11/2013	Long Distance Phone Service- February 2013	\$2.51
32084	225	CENTURYLINK	3/11/2013	Rens: Local Phone & Fax- March	\$119.27
32085	226	CHICAGO TRIBUNE	3/11/2013	DeM: Newspaper subscription 3/11-9/8/13 (everyday)	\$195.00
32086	227	CREATIVE PRODUCT SOURC	3/11/2013	Stickers	\$155.02
32087	228	DEBORAH KRISTOFF	3/11/2013	Courier Substitute Mileage 3/7-3/8/13	\$67.80
32088	229	ENA SERVICES LLC	3/11/2013	Internet Access- February 2013	\$1,461.00
32089	230	HERITAGE OFFICE PRODUCT	3/11/2013	Wh: plaque for donated art	\$59.50
32090	231	JASPER COUNTY HOSPITAL	3/11/2013	Water Testing	\$20.00
32091	232	KANKAKEE VALLEY PUBLISHI	3/11/2013	Annual Financial Report Legal Ads	\$75.96
32092	233	NIPSCO	3/11/2013	DeM. & Wh: Gas & Electric- February 2013	\$5,480.69
32093	234	OFFICE DEPOT	3/11/2013	Key tags, DVD/CD file folders, electric pencil sharpener, labels, filament tape	\$130.47
32094	235	PATTY STRINGFELLOW	3/11/2013	Mileage 3/1/13: Directors Meeting	\$50.85
32095	236	RAYANN GILMORE	3/11/2013	Mileage 1/9-3/8/13: Bank Deposits, Post Office, Deliver Board Packets, Heritage Office Products, Rensselaer Republican Office, Deliver Building Insurance Specs., Walmart, New Employee Orientation, Healthcare Workshop	\$93.11
32096	237	UNIQUE MANAGEMENT SERVI	3/11/2013	Collections: Initial/Secondary Placements- February	\$304.40

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
Total Amount of Claims					\$113,779.17

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, March 11, 2013

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$113,779.17

Date this 11th day of March, 2013.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

APRIL

**Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, April 8, 2013, 6pm
DeMotte Public Library**

Opening of Meeting

Moment of Silence

Approval of Consent Agenda & Consent Agenda Items

Action

Minutes of March Board Meeting
Bills/Financial Reports
Policy Review (R 10; R 45)
Advance Tax Draw (R 45)
Workshop Request (R 45)

General Business

DeMotte Annual Report (R 46)	Information
Building Insurance (R 46)	Action
DeMotte Library (Long Range Plan Action) (R 46)	Information
Director Review (R 46)	Information

Director's Report (R 45- R 49)

Information

Items for Future Agendas

Public Forum

Adjournment

MINUTES

Jasper County Public Library Board of Trustees
6:00 PM

March 11, 2013
Rensselaer Library

Present: Natalie Waling, Timothy Schultz, Mari Anne Sayler, Janet Umlauf, Jody Melton, Patricia Stringfellow, Rayann Gilmore

Absent: Janelle Harper, Deana George

Agenda & Consent Agenda Approval: The Agenda and Consent Agenda items that included the February Board Meeting Minutes, bills/financial reports, and Salary Ordinance revisions, the Microfilm Reader/Printer and FMLA/Military Leave policies with revisions were approved as presented on a motion by J. Umlauf, and seconded by J. Melton. Motion passed.

Staff Casual Dress Days: Currently staff is allowed to dress in casual attire on Wednesday (Wheatfield) or Friday (DeMotte & Rensselaer). In addition staff may dress casually on the last Wednesday of the month if they pay \$1 on Dress Down for Charity Day for the privilege. Monies collected throughout the year are donated to a community charity by staff. Recently staff has requested being allowed to dress casually on Saturday in addition to the other approved days. Staff have expressed that Saturdays are very busy and there are fewer staff typically scheduled which means we are on our feet more. Being dressed in more comfortable attire is important to staff. In addition, a weekend is typically a more relaxed atmosphere (from the perspective of patron need). Staff also expressed it would be a nice perk for working on Saturday, to be allowed to dress more casually. A question was asked about the guidelines for dress down day and about the dress policy in general for staff. P. Stringfellow explained Staff Handbook guidance on Casual Dress Days. The Board did discuss this request. It was noted that the Library is a professional organization; in general, it's important for staff to have a professional appearance; regular work attire is still comfortable and doable for whatever staff are called upon to do in their work. T. Schultz moved to approve the casual dress day request, J. Melton seconded. 2 aye votes and 3 nay votes were cast. Motion failed.

Purge of Patron Records: We purge our patron database on an annual basis, removing patrons who have a zero balance, no items out, and a date of last activity of at least one year. It is our policy to leave patrons in our database when their library cards are inactive but they still owe fines and/or have not returned overdue materials. We would like to purge our patron database of patrons owing \$1 or less, with no items out, and whose card expired prior to January 1, 2008. We wish to do this because the fees that we pay for some of our database licenses and our movie licensing agreements are based upon our total number of registered borrowers. Having people in our database who owe us small amounts of money may end up costing the library more than the fees we would potentially collect from them. J. Melton moved to purge the patron records owing \$1 or less, with no items out, and whose card expired before January 1, 2008, seconded by M. Sayler. Motion passed.

LSTA Technology Grant: We plan to apply for a grant offered through the State Library for the purchase of three iPads to be checked out by patrons in each of our libraries to access digital magazines in the library building. We will apply for approximately \$2250 and will have to commit approximately \$300 in library funds for this project. The grant application is still 'under construction' with a due date of March 15. Offering access to digital magazines is a new trend in libraries as publishers cease their print publications, replacing with digital access. We are already beginning to see this occur with Newsweek being an example.

Director's Report: P. Stringfellow reported that since the last time the Board met two agents have contacted her about providing a quote for the library's Building Insurance. They initiated this contact, and she thought it best to allow them the opportunity so the specs were sent to them. One agent works out of Remington while the other has offices in Itasca, Illinois and Indianapolis, Indiana. At this time five quotes are expected to be submitted by our March 15 deadline. A recommendation will be brought to the Board at their April meeting.

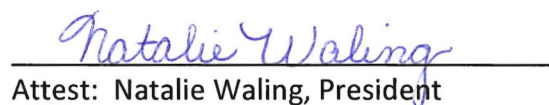
P. Stringfellow contacted Donna at the DeMotte Town Hall asking questions about water hook-up for the DeMotte Library. The infrastructure is in place, from the main line to our property, but we haven't done any work on our property yet. Donna explained that the library will receive a letter explaining when we should begin that work, requirements, etc. when it is time to connect to town water. We will be given time to do the work. As of mid February the town was halfway complete with their work, expecting to complete in the fall.

P. Stringfellow and R. Gilmore attended a workshop in Merrillville at the Lake County Public Library on the Affordable Care Act. The workshop was given by an agent from Gallagher Benefit Services. He shared good information. Other Directors at that workshop who work with this agent spoke highly of him and how helpful he has been in keeping them updated on the Affordable Care Act. We will be attending a workshop in Indianapolis this week with our current insurance agent, RE Sutton, that will cover the Affordable Care Act as well.

In this winter's legislative session, a House Bill was introduced that called for a study committee of public library funding. This study is expected to take place in the summer. Initially language was inserted into a legislative bill in February for Hammond Public Library to be absorbed by Lake County Public Library. Eventually the language was removed from the bill but was replaced by a call for a study of public library funding.

Adjournment: With no further matters for discussion N. Waling adjourned the meeting at 6:44 PM.


Timothy Schultz, Secretary Pro-Tem


Attest: Natalie Waling, President

CIRCULATION BY HOLDINGS CODE
March 2013

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	11	0	0	11
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJBPF)	0	0	0	0
Award Winning fiction (DAWFIC)	18	2	0	20
Award Winning non-fiction (DAWNF)	0	0	0	0
Award Winner YAFIC (DAYAF)	1	3	0	4
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	26	4	6	36
Blu-Ray (DBR)	84	0	0	84
Books on CD (DBKCD)	161	13	1	175
Books on Tape (DBKT)	0	0	0	0
Compact Disc (DCD)	348	18	3	369
Digital Audiobooks (DDA)	12	0	0	12
DVD (DDVD)	1959	16	5	1980
Equipment (DEQP)	54	0	0	54
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	48	0	0	48
Fiction (DFIC)	861	31	27	919
Fiction Fantasy (DFICF)	8	1	1	10
Fiction Mystery (DFICM)	179	16	0	195
Fiction New (DFICNEW)	390	10	14	414
Fiction Science Fiction (DFICSF)	11	0	0	11
Fiction Western (DFICW)	15	4	0	19
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	77	3	0	80
Hanging Bags (DHANG)	15	0	2	17
ILL (DILL)	82	0	0	82
Internet (DINTER)	1074	0	0	1074
Juv. Audio book (DJAUDB)	21	0	0	21
Juv. Biography (DJBIO)	25	4	1	30
Juv. Book on CD (DJBKCD)	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	26	0	0	26
Juvenile Easy (DJE)	528	21	7	556
Juv. Easy Non-fiction (DJENF)	58	5	0	63
Juv. Easy Reader (DJER)	355	9	0	364
Juv. Fiction (DJFIC)	448	10	10	468
Juv. Holiday books (DJHOL)	55	2	1	58
Juv. Magazine (DJMAG)	42	0	0	42
Juv. Music Cassette (DJMC)	0	0	0	0
Juv. Nonfiction (DJNF)	401	46	12	459
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	0	0	0	0
Juv. Toddler (DJTOD)	110	0	0	110

Large Print Fiction (DLPF)	203	4	0	207
Large Print Nonfic (DLPNF)	4	1	0	5
Magazine (DMAG)	771	0	1	772
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	18	3	0	21
Nonfiction 100 (DNF100)	28	2	1	31
Nonfiction 200 (DNF200)	11	3	0	14
Nonfiction 300 (DNF300)	55	2	2	59
Nonfiction 400 (DNF400)	11	0	0	11
Nonfiction 500 (DNF500)	45	1	0	46
Nonfiction 600 (DNF600)	164	15	18	197
Nonfiction 700 (DNF700)	79	1	1	81
Nonfiction 800 (DNF800)	6	0	0	6
Nonfiction 900 (DNF900)	41	2	2	45
Nonfiction Blu-Ray (DNFBR)	0	0	0	0
Nonfiction DVD (DNFDVD)	94	2	2	98
Nonfiction (DNFIC)	3	0	0	3
Nonfiction New (DNFNEW)	117	2	4	123
Nonfiction VHS (DNFVHS)	6	0	0	6
Oversize (DOVER)	0	0	0	0
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	2	1	0	3
Reference (DREF)	0	0	0	0
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	10	1	0	11
Software (DSWAR)	20	0	0	20
Vertical File (DVF)	0	0	0	0
VHS (DVHS)	83	0	0	83
YA Audio book (DYAUDB)	5	0	0	5
YA Biography (DYAB)	1	0	0	1
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	193	5	12	210
YA Music CD (DYACD)	2	0	0	2
YA Nonfiction (DYANF)	7	1	0	8
YA Paperback Fic (DYAPBF)	0	0	0	0
Storage (DZSTO)	19	1	0	20
Award Winner JBIO (RAJBIO)	0	0	0	0
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	4	52	2	58
Blu-Ray (RBR)	0	114	0	114
Books on CD (RBKCD)	2	140	2	144
Books on Tape (RBKT)	0	0	0	0
Compact Disc (RCD)	5	298	1	304
Digital Audiobooks (RDA)	0	11	0	11
DVD (RDVD)	24	3346	19	3389
Equipment (REQP)	0	54	0	54
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	42	0	42
Fiction (RFIC)	28	661	12	701
Fiction New (RFICNEW)	27	389	13	429

Genealogy (RGENE)	0	0	0	0
Genealogy Mag (RGMAG)	0	0	0	0
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	0	144	5	149
Hanging Bag (RHANG)	0	24	0	24
ILL (RILL)	2	52	1	55
Internet (RINTER)	0	1470	0	1470
Juv. Audio book (RJAUDB)	0	5	0	5
Juv. Biography (RJBIO)	0	59	1	60
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	0	26	1	27
Juvenile Easy (RJE)	19	622	4	645
Juv. Easy Non-fiction (RJENF)	1	82	0	83
Juv. Easy Reader (RJER)	7	241	0	248
Juv. Fiction (RJFIC)	18	584	4	606
Juv. Magazine (RJMAG)	0	50	0	50
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	9	375	5	389
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	0	0	0
Juv. Reference (RJREF)	0	0	0	0
Juv. Toddler (RJ TOD)	2	93	0	95
Large Print Fiction (RLPF)	35	225	5	265
Large Print Nonfic (RLPNF)	0	6	0	6
Magazine (RMAG)	16	446	1	463
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	1	12	2	15
Non-Fiction 100 (RNF100)	2	30	3	35
Non-Fiction 200 (RNF200)	2	37	0	39
Non-Fiction 300 (RNF300)	8	56	1	65
Non-Fiction 400 (RNF400)	1	2	0	3
Non-Fiction 500 (RNF500)	0	34	0	34
Non-Fiction 600 (RNF600)	14	214	18	246
Non-Fiction 700 (RNF700)	5	41	2	48
Non-Fiction 800 (RNF800)	2	9	0	11
Non-Fiction 900 (RNF900)	6	75	3	84
Nonfiction Blu-Ray (RNFB R)	0	2	0	2
Nonfiction DVD (RNFDVD)	9	179	5	193
Nonfiction (RNFIC)	12	40	1	53
Nonfiction new (RNFNEW)	12	181	3	196
Nonfiction VHS (RNFVHS)	0	0	0	0
Oversize (ROVER)	0	7	0	7
Professional Coll. (RPRO)	0	3	0	3
Reference (REF)	0	1	0	1
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	5	0	5
Software (RSWAR)	0	32	0	32
Vertical File (RVF)	0	1	0	1
VHS (RVHS)	0	1	0	1
YA Audio book (RYAUDB)	0	14	0	14
YA Biography (RYAB)	0	2	0	2

YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	12	138	8	158
YA Music CD (RYACD)	1	109	1	111
YA Nonfiction (RYANF)	0	18	0	18
YA Paperback Fic (RYAPBF)	0	0	0	0
Storage (RZSTO)	0	0	0	0
Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	2	5	28	35
Blu-Ray (WBR)	0	0	117	117
Books on CD (WBKCD)	19	6	151	176
Books on Tape (WBKT)	0	0	1	1
Compact Disc (WCD)	13	20	374	407
Digital Audiobooks (WDA)	1	0	3	4
DVD (WDVD)	14	24	2059	2097
Equipment (WEQP)	0	0	22	22
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	28	28
Fiction (WFIC)	42	34	302	378
Fiction Fantasy (WFICF)	1	3	3	7
Fiction Mystery (WFICM)	3	8	55	66
Fiction New (WFICNEW)	32	12	305	349
Fiction Science Fiction (WFICSF)	0	0	11	11
Fiction Western (WFICW)	0	2	22	24
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	2	0	37	39
Hanging Bags (WHANG)	1	1	6	8
ILL (WILL)	1	1	46	48
Internet (WINTER)	0	0	700	700
Juv. Audio book (WJAUDB)	0	0	13	13
Juv. Biography (WJBIO)	0	5	9	14
Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	0	0
Juv. Compact Disc (WJCD)	0	0	7	7
Juvenile Easy (WJE)	9	32	433	474
Juv. Easy Non-fiction (WJENF)	2	2	44	48
Juv. Easy Reader (WJER)	17	1	255	273
Juv. Fiction (WJFIC)	19	20	322	361
Juv. Magazine (WJMAG)	3	0	27	30
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	3	33	226	262
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	0	0
Juv. Toddler (WJTOD)	7	0	119	126
Large Print Fiction (WLPF)	31	6	126	163
Large Print Nonfic (WLPNF)	0	0	8	8
Magazine (WMAG)	24	0	332	356
Non-Fiction 000 (WNF000)	0	0	12	12
Non-Fiction 100 (WNF100)	2	0	10	12
Non-Fiction 200 (WNF200)	0	6	15	21
Non-Fiction 300 (WNF300)	4	2	37	43
Non-Fiction 400 (WNF400)	0	0	1	1

Non-Fiction 500 (WNF500)	0	0	17	17
Non-Fiction 600 (WNF600)	8	4	131	143
Non-Fiction 700 (WNF700)	1	2	26	29
Non-Fiction 800 (WNF800)	0	0	4	4
Non-Fiction 900 (WNF900)	5	1	36	42
Nonfiction Blu-Ray (WNFBR)	0	0	0	0
Nonfiction DVD (WNFDVD)	4	0	140	144
Nonfiction (WNFIC)	0	0	1	1
Nonfiction New (WNFNEW)	15	5	105	125
Nonfiction VHS (WNFVHS)	0	0	1	1
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	0	0	0	0
Software (WSWAR)	0	4	26	30
Vertical File (WVF)	0	0	0	0
VHS (WVHS)	0	0	16	16
YA Audio book (WYAUDB)	0	0	1	1
YA Biography (WYAB)	0	0	3	3
YA Books on CD (WYABKCD)	0	1	9	10
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	18	5	257	280
YA Music CD (WYACD)	0	0	0	0
YA Nonfiction (WYANF)	1	3	19	23
YA Paperback Fic (WYAPBF)	0	0	0	0
Storage (WZSTO)	0	0	0	0
TOTAL	10091	11367	7314	28772

CIRCULATION BY HOLDINGS CODE
Marc h 2013

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	11	0	0	11
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	18	2	0	20
Award Winning non-fiction (AWNf)	0	0	0	0
Award Winner YAFIC (AYAF)	1	3	0	4
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	32	61	36	129
Blu-Ray (BR)	84	116	117	317
Books on CD (BKCD)	182	159	154	495
Books on Tape (BKT)	0	0	1	1
Compact Disc (CD)	366	336	378	1080
Digital Audiobooks (DA)	13	11	3	27
DVD (DVD)	1997	3386	2083	7466
Equipment (EQP)	54	54	22	130
See librarian (ERR)	0	0	0	0

Express Book (EXP)	48	42	28	118
Fiction (FIC)	931	726	341	1998
Fiction Fantasy (FICF)	9	4	4	17
Fiction Mystery (FICM)	182	24	55	261
Fiction New (FICNEW)	449	411	332	1192
Fiction Science Fiction (FICSF)	11	0	11	22
Fiction Western (FICW)	15	6	22	43
Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	79	147	42	268
Hanging Bags (HANG)	16	25	8	49
ILL (ILL)	85	53	47	185
Internet (INTR)	1074	1470	700	3244
Juv. Audio book (JAUDB)	21	5	13	39
Juv. Biography (JBIO)	25	68	11	104
Juv. Book on CD (JBOD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	0	0
Juv. Compact Disc (JCD)	26	26	8	60
Juvenile Easy (JE)	556	675	444	1675
Juv. Easy Non-Fiction (JENF)	61	89	44	194
Juv. Easy Reader (JER)	379	251	255	885
Juv. Fiction (JFIC)	485	614	336	1435
Juv. Holiday (JHOL)	55	2	1	58
Juv. Magazine (JMAG)	45	50	27	122
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	413	454	243	1110
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	0	0	0
Juv. Reference (JREF)	0	0	0	0
Juv. Toddler (JTOD)	119	93	119	331
Large Print Fiction (LPF)	269	235	131	635
Large Print Nonfic (LPNF)	4	7	8	19
Magazine (MAG)	811	446	334	1591
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	19	15	14	48
Non-Fiction 100 (NF100)	32	32	14	78
Non-Fiction 200 (NF200)	13	46	15	74
Non-Fiction 300 (NF300)	67	60	40	167
Non-Fiction 400 (NF400)	12	2	1	15
Non-Fiction 500 (NF500)	45	35	17	97
Non-Fiction 600 (NF600)	186	233	167	586
Non-Fiction 700 (NF700)	85	44	29	158
Non-Fiction 800 (NF800)	8	9	4	21
Non-Fiction 900 (NF900)	52	78	41	171
Non-Fiction Blu-Ray (NFBR)	0	0	0	0
Non-Fiction DVD (NFDVD)	107	181	147	435
Nonfiction (NFIC)	15	40	2	57
Nonfiction New (NFNEW)	144	188	112	444
Nonfiction VHS (NFVH)	6	0	1	7
Oversize (OVER)	0	7	0	7
Professional Coll. (PROF)	0	3	0	3
Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	2	1	0	3

Reference (REF)	85	72	50	207
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	10	6	0	16
Software (SWAR)	20	36	26	82
Vertical File (VF)	0	1	0	1
VHS	83	1	16	100
YA Audio book (YAUDB)	5	14	1	20
YA Biography (YAB)	1	2	3	6
YA Books on CD (YABKCD)	0	1	9	10
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	223	148	277	648
YA Music CD (YACD)	3	109	1	113
YA Nonfiction (YANF)	8	22	19	49
YA Paperback Fic (YAPBF)	0	0	0	0
Storage (ZSTO)	19	1	0	20
				0
Free reads	488	429	97	1014
Games/Puzzles	30	7	0	37
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	10694	11874	7461	30029

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	2421	1878	1021	5320
Nonfiction	894	991	597	2482
CHILDREN'S BOOKS				
Fiction	1568	1635	1154	4357
Nonfiction	556	614	299	1469
YA BOOKS				
Fiction	303	298	319	920
Nonfiction	9	24	22	55
Magazines, Adult	811	446	334	1591
Magazines, Children	45	50	27	122
Sound Recordings, adult	566	521	546	1633
Sound Recordings, ch	66	165	30	261
Online databases	0	0	0	0
Software	20	36	26	82
Vertical file	0	1	0	1
VHS/DVD/Blu-Ray	2277	3684	2364	8325
Equipment	54	54	22	130
Total	9590	10397	6761	26748
A-V Circulation	2929	4406	2966	10301
A-V Circulation as % of total	30.5%	42.4%	43.9%	38.5%

March 2013

[illegible]

Fiction	147	1	2,421	117	6	1,878	82	0	1,021	5,320
Nonfiction	67	4	894	163	23	991	47	2	597	2,482

Fiction	36	2	1,568	43	4	1,635	35	3	1,154	4,357
Nonfiction	42	1175	556	22	398	614	3	0	299	1,469

Fiction	9	3	303	22	1	298	31	0	319	920
Nonfiction	5	0	9	17	0	24	3	0	22	55

Magazines,Adult	811	446	334	1.591
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Magazines, Child	45	50	27	122
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Games, Toys	0
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Sound Rec/Adult	8	0	566	12	0	521	55	1	546	1.633
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Sound Rec/Child	8	1	66	13	0	165	2	0	30	261
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Online Databases	0	0	0	0	0	0	0	0	0
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Software	0	0	20	0	0	36	0	0	26	82
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Vertical Files	0	0	0	0	0	1	0	0	0	1
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VHS/DVD/BluRay	29	10	2.277	67	4	3.684	114	0	2.364	8.325
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Equipment	54	54	22	130
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TOTAL	351	1196	9,590	476	436	10,397	372	6	6,761	26,748
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[illegible]

WHEATFIELD

Total Materials Owned	76.004	68.534	51.923
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Circulation Increase/Decrease	-2.0%	5.4%	6.2%
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% change

Current month's Circulation	26,022	26,748	2.8%
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Jan. to date circulation	78,239	79,164	1.2%
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DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION	
Start of Month	End of Month	Start of Month	End of Month	Start of Month	End of Month
Volumes	Volumes	Volumes	Volumes	Volumes	Volumes
22,397	22,543	13,053	13,164	14,115	14,197
19,224	19,287	20,803	20,943	9,938	9,983
14,285	14,319	12,687	12,726	10,795	10,827
9,452	8,319	6,841	6,465	5,725	5,728
2,019	2,025	2,857	2,878	2,356	2,387
557	562	754	771	130	133
0	0	20	20	0	0
3,312	3,320	3,827	3,839	3,851	3,905
751	758	560	573	803	805
18	18	29	29	7	7
373	373	361	361	179	179
0	0			4	4
4,343	4,362	6,560	6,623	3,597	3,711
118	118	142	142	57	57
76,849	76,004	68,494	68,534	51,557	51,923

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT
March 2013

R5

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
		Hrs.		Hrs.		Hrs.		
INTRALIBRARY LOANS FILLED	207	45	269	58	320	69	796	172
LOCAL HISTORY								
In person	4	1	17	5	2	1	23	7
Letters written	0	0	3	3	0	0	3	3
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use-Wired	1074	45	1470	61	700	29	3244	135
Internet use-Wireless	418		711		344		1473	
Computer software used	216	18	206	17	130	11	552	46
VCR Use	0	0	0	0	0	0	0	0
Microforms	3	0	25	3	0	0	28	4
CD ROM/Online databases	216	18	528	44	125	10	869	72
Typewriter use	0	0	0	0	0	0	0	0
Other equipment used	2	1	0	0	0	0	2	1
OTHER LIBRARY SERVICES USED								
Outreach activities	32	32	13	9	0	0	45	30
Notarized documents	2	1	3	1	0	0	5	1
Meeting Room Use (no. of group)	42	14	48	16	31	10	121	40
Study room use	24	2	14	1	20	2	58	5
Proctoring	0	0	5	3	0	0	5	3
Tax Forms distributed	38	0	2	0	30	0	70	1
Pull Requests	0	0	0	0	0	0	0	0
E-books downloaded							470	
IN-HOUSE USE ITEMS	187		580		184		951	
SELF-CHECKOUT USE	267		965		459		1691	
INTERLIBRARY LOANS								
Requests made for:	67	17	75	19	47	12	189	47
Items rec'd for:	85	43	71	36	50	25	206	103
Items requested by other libraries	0		0		0		0	
Items supplied to other libraries	0	0	0	0	0	0	0	0

REGISTRATIONS

Total Borrowers	7969	8201	4679	20849
Non-resident, paying	1	1	0	2
PLAC card users	0	2	0	2
Reciprocal borrowers	353	501	123	977
Number of New Patrons Added	39	47	36	

PROGRAMS

DeMotte	Rensselaer	Wheatfield	TOTAL	HOURS SPENT
Hrs.	Hrs.	Hrs.		

Programs for all ages	0	0	1	6	0	0	1	6
Children's Programs (0-13)	9	54	8	48	8	48	25	150
Number attending	104		122		198		424	
YA Programs (14-17)	1	6	2	12	4	24	7	42
Number attending	18		18		151		187	
Adult Programs	4	24	5	30	0	0	9	54
Number attending	67		115		9		191	
Senior Citizen Programs	6	36	3	18	3	18	12	72
Number attending	68		38		19		125	
Total Number of Programs	20	120	19	114	15	90	54	324
Total Persons Attending	257		293		377		927	
Total Attending Same Month Last Yr.	324		386		304		1014	
Total Staff Hours Spent		356		389		259	1005	994
Total Number of In-House Program	16		17		11		44	
Total Attendance	191		254		134		579	
Total Number of Outreach Program	4		2		4		10	
Total Attendance	66		39		243		348	

CIRCULATION BY PATRON CODE

PATRONS	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	6992	74.8%	7204	68.0%	5072	74.1%	19268	71.9%
Corporate	44	0.5%	87	0.8%	0	0.0%	131	0.5%
Juvenile 0-11	75	0.8%	159	1.5%	70	1.0%	304	1.1%
Juvenile-AV	1078	11.5%	1373	13.0%	663	9.7%	3114	11.6%
Nonresident No Fee	0	0.0%	16	0.2%	3	0.0%	19	0.1%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Adult	307	3.3%	458	4.3%	111	1.6%	876	3.3%
Reciprocal Juvenile	14	0.1%	4	0.0%	0	0.0%	18	0.1%
Reciprocal Juvenile AV	0	0.0%	24	0.2%	0	0.0%	24	0.1%
Reciprocal YA	0	0.0%	24	0.2%	0	0.0%	24	0.1%
Reciprocal YA AV	0	0.0%	28	0.3%	0	0.0%	28	0.1%
School	0	0.0%	12	0.1%	0	0.0%	12	0.0%
School AV	0	0.0%	4	0.0%	0	0.0%	4	0.0%
St. Joseph College	0	0.0%	26	0.2%	0	0.0%	26	0.1%
Staff	552	5.9%	747	7.1%	472	6.9%	1771	6.6%
Walking books	77	0.8%	87	0.8%	1	0.0%	165	0.6%
YA 12-17	35	0.4%	60	0.6%	11	0.2%	106	3.3%
YA-AV	173	1.9%	274	2.6%	446	6.5%	893	3.3%
Total	9347		10587		6849		26783	
 All items borrowed by nonresidents	 321	 3.4%	 596	 5.6%	 114	 1.7%	 1031	 3.8%

**Salary Ordinance 2013
Updated 4/8/13**

Name	Classification	Hrly Wage	Start Date	Hrs Worked	Library
Jamie Jones	Librarian I	\$16.33	3/16/13	35	R
Deborah Kristoff	Assistant II	\$12.14	4/1/13	40	R

Jamie Jones has been promoted to Children's Librarian, replacing Angela Barton who moved out of state. Deborah Kristoff has been promoted to Library Assistant II, replacing Jamie Jones, who has a new position.

We have examined and approved the changes to the 2013 Jasper County Public Library Salary Ordinance. Dated 4/8/13.

Forrest L. Harper
Deana K. George
Natalie A. Eckling
Janet Amelang

Timothy M. Schutt

PERSONNEL POLICY

DEFINITIONS

1. **Exempt employees** are those whose duties and responsibilities are of an executive, administrative, or professional character (or other exempt work) as described under the Fair Labor Standards Act (FLSA) and who are paid on a salary basis and are, therefore, exempt from overtime pay and certain other provisions of the FLSA.
2. **The Board of Directors** of the Jasper County Public Library will hereinafter be referred to as "The Board".
3. The **Jasper County Public Library** will hereinafter be referred to as "JCPL".
4. **Certified** employees are defined as any employees holding or qualifying for any of the six Indiana Library Certification levels.
5. **Non-certified** employees are defined as any employees not holding or qualifying for any of the six Indiana Library Certification levels.
6. A **work week** is defined as Sunday through Saturday.
7. **Overtime** is defined as any time worked over 40 hours per week.
8. The first six months of employment is considered a training/orientation period when a new employee must satisfactorily demonstrate the ability to perform his/her duties.

ADMINISTRATION AND MANAGEMENT

1. The administration and direction of all employees shall be the responsibility of the Director or his/her designee. Hiring of new personnel, promotions, dismissals shall be under the Director's jurisdiction except where the Board has indicated restrictions. The employment of the Director shall be the responsibility of the Board.
2. JCPL is an Equal Opportunity employer and selection of employees is based solely on merit.
3. All employees are employees at will and can be terminated at any time without notice.
4. JCPL shall observe Indiana Library State Certification requirements.
5. Typically each employee will be evaluated annually in writing. The Director will be evaluated in May.

6. Close relatives of Board members and staff shall not be employed by the Library. ~~A special exception may be granted by the board for a person employed on an irregular and very limited basis.~~

SALARIES

1. This salary policy will be reviewed annually to determine whether the classification plan fairly reflects the kind and level of positions needed to effectively operate the library and whether salary ranges are still fair and equitable. Salary obligations made by the Board or by the Director are contingent upon sufficient revenues of the Library.
2. The Board is responsible for determining the amount of money to be budgeted for salaries and setting the salary of the Director.
3. The Director is responsible for determining the job classification and salary amounts for each employee subject to board review.

4. Explanation of Salary Plan

- 4.1 Employees will be paid no less than the minimum salary in their classification.
- 4.2 Pages, clerks and Library Assistant I's will be evaluated after 3 months of employment. They will receive a 10 cent salary increase with a satisfactory 3 month evaluation. This also applies to employees promoted to clerk and Library assistant I's positions.

All new employees will be evaluated after six months' employment. A satisfactory rating will qualify the individual for vacation benefits if applicable (see Vacations section for details). Pages, clerks and Library Assistant I's will receive another 10 cent salary increase at this time and again at the end of the first year of employment if performance is satisfactory. This also applies to employees promoted to clerk and Library assistant I's positions. Promoted employees who have performed satisfactorily will receive the percentage increase determined by the board as per 4.4.

All newly promoted employees will be evaluated after 6 months in their new position.

An unsatisfactory rating at any time during the training/orientation period may result in immediate termination.

- 4.3 An employee must work 8 months in the same position to qualify for the annual increase in January.

A new employee who has not completed his/her first full year of employment by January 1 will receive the first annual increase beginning with the pay period following the anniversary date of his/her one year employment.

The employee will be eligible for ½ of the % increase determined by the board as per 4.3 the following January, if s/he has worked more than 3 months and less than 8 months at his/her one year salary. If the employee has worked less than 3 months at his/her one year salary, s/he remains at the present rate until the following January.

4.4 Each year an employee's annual salary will increase by an amount or percentage as determined by the board, except for those in the "Page" classification. Page salaries are detailed in the Salary Schedule Chart, below.

4.5 Employees working less than an average of 8 hours per week do not automatically qualify for annual increases.

5. Work Performance

An employee who receives the lowest rating in 3 or more areas of a job performance evaluation is not eligible to receive a raise until they achieve a satisfactory evaluation. Re-evaluation shall occur no sooner than 30 days. Raises will be implemented when a satisfactory rating is received, and effective with the next pay period.

6. Salary Schedule

Minimums will increase ½ of annual salary increase to adjust for inflation each January in odd numbered years.

Compression adjustments will be applied to the salary schedule in accordance with federally mandated minimum wage increases.

Minimum salary for the page position will increase as required by federal law.

Jasper County Public Library Salary Schedule (eff 1/1/2013)

Classification	Minimum	Classification	Minimum		
Clerk	\$9.67	Business Manager	\$15.98		
Library Assistant I	\$10.27	Librarian 1	\$16.33		
Library Assistant II	\$12.14	Librarian 2	\$16.97		
Assistant Business Mgr.	\$12.47	Librarian 3	\$18.94		
Library Specialist I	\$12.47	Systems Administrator	\$18.94		
Library Specialist II	\$15.12	Janitor / Courier	\$11.42		
Library Specialist III	\$15.39	Maintenance	\$12.94		
	Minimum	One year	2 yrs	3 yrs	4 yrs
Page	\$7.25	\$7.55	\$7.85	\$8.15	\$8.45

7. Interim Services

When an employee is asked to take on a major portion of the essential responsibilities of an absent employee in a higher job classification for more than three months, s/he will receive additional pay as determined by the Director for the time in which s/he serves in an interim capacity.

8. Salary Classifications

Page: Must be 15 years old. If expected to work beyond 7:00 PM, they must be 16. Shelves books, straightens shelves. May also work at the circulation desk.

Clerk: High school graduate. Clerical work. Will work at circulation desk and/or in Technical Services.

Library Assistant I: H.S. graduate. In addition to clerical duties, will do basic ready reference work or work in technical services department doing basic materials processing.

Library Assistant II: H.S. graduate with 2 years college or with 3 years library experience or with special technical expertise in a specific area of library operation.

Library Specialist I: 2 years of college or 5 years of library experience and continuing education or special technical expertise in a specific area of library operation. Responsible for area of library operation requiring extensive independent judgment and responsibility.

Library Specialist II: Five years' experience as Library Specialist I. Demonstrates highly-developed skills. Spends at least 70% of time in a specialized area of library operation requiring extensive independent judgment and initiative.

Library Specialist III/Human Resources Specialist III:

2 years of college or 10 years' experience as a Library Specialist and head of a major library department or area or 3 years of experience in an HR specialized field.

Systems Specialist: 2 years of college or 2 years of technical experience. Requires extensive independent judgment and responsibility in maintaining and troubleshooting PCs and network problems.

~~**Assistant to the Business Manager:** 2 years of college or 2 years of experience in a related field (business and/or accounting). Requires extensive independent judgment and responsibility in maintaining accounting and personnel records.~~

Business Manager: 2 years of college or 5 years of experience in a related field (business and/or accounting). Manages business operations of Library System including supply inventory, financial records, personnel records, benefits administration, general office and secretarial duties; assists with budget preparations.

Janitor: Responsible for cleaning and light maintenance of library building.

Maintenance: Responsible for maintenance of library building.

Courier: Valid driver's license; excellent driving record; current auto insurance; transports library materials daily to each library in system

Librarian I: Bachelor's degree and Indiana library certification. Responsible for Youth Services, Technical Services or a Branch.

Librarian II: MLS degree and Indiana library certification. Responsible for area of library operation requiring extensive independent judgment and responsibility.

Librarian III: MLS degree and Indiana library certification. Responsible for management of a library or Technical Services Department.

Systems Administrator: Bachelor's Degree including a significant amount of computer-related courses. Responsible for management of hardware and operating software for integrated library system and for computer network.

Director: MLS degree plus 2-3 years supervisory experience and Indiana Library Certification 1. Supervises and directs the operation of the library system, and acts as liaison between Library Board and staff.

9. Changing Classifications

9.1 Moving from one classification to another is never automatic, even when stated requirements are met. Promotions are dependent on the availability of an opening in the higher position and on the Director's approval of a supervisor's recommendation for promotion of an employee.

9.2 When possible, vacancies in higher positions will be filled by promotion of qualified employees from within the library.

9.3 Upon promotion, an employee's salary shall immediately be raised to a minimum of 50 cents per hour above his/her present rate.

BENEFITS

1. **Employees qualified for benefits:** Sections 2 through 8 apply to persons working 32 or more hours per week. Employees working 20 - 31 hours per week are eligible to earn sick pay (sec. 2) and vacation pay (sec. 4) and Funeral Leave after they have completed 3 years of service. All employees, regardless of the number of hours worked per week, are entitled to an Anniversary Holiday. See section 3.2 (Holidays).

2. Sick Pay

2.1 A paid **sick day** is defined as the number of hours the employee is regularly scheduled to work on the day missed.

2.2 Employees receive the equivalent of 1 paid sick day per month during their first partial year of employment. 12 paid sick days per year are granted each January thereafter. Employees working 20 to 31 hours per week will receive paid sick days on a prorated basis.

2.3 Sick pay may accumulate to a maximum of 96 days.

2.4 Sick pay may be used in case of illness of the employee or a *relative*, as defined in other policies or by law, living in the employee's household.

2.5 Five (5) days of an employee's *paid* sick days per year may also be used for the care of a parent or child not living in the household. The Library reserves the right to request verifying documentation.

2.6 Employees absent 5 or more consecutive days must have a doctor's release to return to work.

2.7 Sick pay may be used for an employee's medical appointments if an appointment cannot be made on the employee's own time.

2.8 Employee should notify supervisor of his/her desire to use paid sick days 30 days in advance for a foreseeable medical reason.

2.9 Paid sick days are a privilege to be used only for the above purposes. Paid sick days cannot be used as vacation or earned time off.

3.0 Paid sick days may be used with special approval of the director for extended funeral leave for immediate family members as defined, in the funeral section, and for other funerals.

3. **Holidays**

3.1 Employees who work an average of 32 hours or more per week are eligible for paid holidays. Refer to the Holiday Policy for a list of holidays we observe.

3.2 An Anniversary Holiday, defined in the Holiday Policy, will be given to any long-term employee regardless of full or part time status. Anniversary holidays will be prorated for employees working less than 32 hours per week.

3.3 An employee who is eligible for paid holidays and most always works the same number of hours per day each week, will receive that same number of hours for holiday pay.

3.4 If the holiday falls on the employee's day off, that employee is granted equivalent time off with pay to be taken within the pay period. If the employee works 40 hours per week, the equivalent time must be taken within the work week. Not applicable for exempt employees.

4. **Vacations**

4.1 **Schedule of earned vacation credit**

Vacation time is based on a 40 hour work week and is prorated for employees working 20 to 39 hours per week.

A vacation day is defined as the hours that an employee is regularly scheduled to work per week during the time the vacation is accrued divided by five (5).

4.1.1 Librarians I, II, III and Systems Administrator

A. Librarian or Systems Administrator working an average of 32 hours per week or more

0-4 years' service - 1.5 days per month with pay

5+ years' service - 2 days per month with pay

B. Director

0+ years' service - 2 days per month with pay

4.1.2 Employees working an average of 32 hours per week or more

0-4 years' service - 1 day per month with pay

5-9 years' service - 1.5 days per month with pay

10+ years' service - 2 days per month with pay

4.1.3 Part time employees working 20 to 31 hours per week

3-9 years' service - 1 day per month with pay

10+ years' service - 1.5 days per month with pay

4.2 Regulations

4.2.1 No employee may take vacation without approval of the Director, Supervisor, or his/her designee. Vacation requests are approved in consideration of the scheduling needs of the department.

4.2.2 Vacation time is accrued from the first day of employment.

4.2.3 During the first partial year of employment, all vacation time is prorated.

4.2.4 Vacation time is credited after completion of the new employee's six-month training/orientation period AND receiving a satisfactory performance evaluation.

4.2.5 Any employee who has successfully completed his/her orientation period and leaves before the end of any year will be paid for unused vacation leave.

4.2.6 Vacation time accrued during one calendar year may be taken after the beginning of the following calendar year.

4.2.7 Vacation time should be used in no less than ½ day increments. Exceptions may be granted *only* under unique circumstances and on a limited basis with the approval of the supervisor.

4.2.8 Vacation time is not cumulative from one year to the next.

4.2.9 Vacation leave will not accrue during unpaid leaves of absences.

5. **Funeral leave**

- 5.1 Staff members who qualify may have up to three (3) paid working days (prorated for employees working 20-31 hours) to arrange and attend a funeral or memorial service of the employee's spouse, the employee or spouse's (step) child, (step) sibling, (step) grandparent, or (step) parent, or the spouse of any of the above.
- 5.2 Paid sick days may be used with special approval of the director for extended funeral leave for immediate family members as defined, in the funeral section, and for other funerals.

6. **Paid Weather Days**

6.1 An excused absence with pay will be given by the Director or his/her designee to any employee working an average of 32 hours or more per week when weather conditions necessitate the closing of the library.

Such absences will not be charged to accrued, vacation time, or sick time. Any employee who is on sick or vacation time or birthday holiday or anniversary holiday when library is closed for such stated emergencies will be charged with his/her sick or vacation time or birthday holiday or anniversary holiday as if the library were open for business. If the library closes for such emergencies on an employee's day off, the employee will not receive a paid weather day off. Employees, working fewer than 32 hours per week, who are offsite and are scheduled to work but are unable to work due to library closure, have the option to make up any lost time if it fits with library needs. All employees who are onsite at time of emergency closure will be paid for the remainder of their shift.

In the event of library closings due to temporary unsafe or unhealthy working conditions, employees may be asked to report to another branch. Mileage will be paid in this case, if the distance traveled is greater than the distance from the employee's home to his/her usual workplace. Carpooling to the new location is expected when practical.

6.2 **Jury Duty**

6.2.1 The Library recognizes that jury or witness duty is the obligation of all citizens and encourages its employees to fulfill this obligation. If you are called for jury duty or subpoenaed as a witness in a court or administrative agency action, you will be granted excused time away from work. You must, however, return to your duties any time you are not needed in the courtroom. If you are called for jury duty or subpoenaed as a witness, you should advise your supervisor and give the supervisor a copy of the summons or subpoena as soon as possible after learning that you must serve.

Non-exempt employees will receive the difference between their average straight time hourly rate up to eight hours per day and the payment they receive for jury service for time they otherwise would have been regularly scheduled to work. Employees must present proof of the amount of jury pay received.

Exempt employees will receive their normal salary for partial workweeks in which they perform jury service or witness duty related to the Library's business, less any jury fees

~~received. offset by any amount~~

~~received as jury or witness fees. Employees must present proof of the amount of jury pay received. An exempt employee will be paid his normal salary, less any jury fees received.~~

6.2.2 Employees shall note jury duty on their time sheet in the excused absence column. 'Jury duty' should be written in the note field.

7. Public Employee's Retirement Fund (PERF)

7.1 Employees who work an average of 32 or more hours per week are required to enroll in PERF if they hold positions classified as:

Director	Business Manager
Assistant Director	Library Specialist
Librarian 3	Library Assistant
Librarian 2	Special Services Librarian
Librarian 1	Systems Administrator
Assistant Business Manager	

7.2 The employee's *mandatory* contribution to PERF is 3% of gross earnings. In addition, the Library also contributes to JCPL's PERF account. This money will be paid out to eligible JCPL employees during their retirement.

7.3 Eligible employees may also elect to make voluntary pre-tax and/or post-tax contributions toward their retirement savings up to an additional 10% of gross earnings.

8. Health/life insurance

8.1 The library offers a group health package that includes medical, dental, prescription, vision, life and accidental death benefits that, is presently available to all employees working 30 hours or more per week. The Library has adopted the Internal Revenue Code Section 125, Premium Conversion Plan, to pay for qualified employee insurance premiums.

8.2 The Board will pay all but \$1.00 per year of the life insurance cost for any eligible employees who elect not to take the health insurance.

9. Family and Medical Leave/Military Leave

The Library will comply with all applicable laws regarding FMLA and Military Leaves of Absence. Consult the JCPL FMLA/Military Leave Policy for more details.

10. Meal time

Each employee working seven (7) hours or more in one day may take at least 30 minutes up to one hour of their own time for lunch or supper.

11. Break time

Each employee is allowed a break of 15 minutes of paid time for each continuous working schedule

of three and one-half (3 ½) hours.

117

Employees under the age of 18, who are scheduled to work six or more consecutive hours must take a 30 minute break without interruption between their third and fifth hours of work. If they work 7 or more hours in the day, the break is fully paid. If they work less than 7 hours, they are paid for 15 minutes of their break.

Because the Library is subject to the Fair Labor Standards Act the Library must provide "a reasonable break time" to employees for the purpose of expressing breast milk. The Library must provide the break time whenever the employee has a need to express breast milk. While the Library is not required to pay employees for this break time, it must provide the lactating employee a private place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public. The Library is only required to provide break time to lactating employees for up to one year after the child's birth.

12. Leave without pay

Good attendance is a condition of employment and necessary for the smooth, efficient, economical running of the library. Leave without pay may, on occasion, be granted by the Director as long as it is not detrimental to JCPL. Unapproved absences without pay will result in disciplinary action.

13. Overtime Guidelines

As a general rule, non-exempt employees may work no more than 40 hours per week. If management determines that overtime must be worked by non-exempt employees, an employee's schedule may be adjusted in another week for budgetary reasons.

14. Meetings and conferences

14.1 Monies budgeted for professional meetings may be provided to employees and board members for the purpose of attending meetings and conferences fostering continuing education and training in those areas related to the operation of the library.

14.2 All employees and Board members are encouraged to attend library related meetings and workshops. Each employee must obtain approval of his/her supervisor and the Director before attending such meetings and seeking expense reimbursements. ~~Board approval is required to attend workshops and other meetings which are not sponsored by ILF (Indiana Library Federation), ISL (Indiana State Library) or MCLS.~~ The Director may approve staff attendance at any Indiana Library Federation (ILF), Indiana State Library, or MCLS meeting/webinar/conference/workshop and ALA or PLA webinar. Others must be approved by the Board.

14.3 Employees attending meetings or conferences are paid only for their regularly scheduled hours. Any time exceeding the scheduled time shall be considered compensatory time and shall conform to section 13. ~~When attending all day meetings, one hour is unpaid lunch time, unless the meeting continues through the lunch hour.~~

14.4 To receive compensation for expenses incurred for any meeting, employees and Board members must submit accounts payable vouchers with attached receipts to the Director's office by the Monday preceding the next board meeting.

118

15. **Certification**

It is the policy of the library to meet the standards set by the Indiana State Library for certification levels for professional staff members. It is the responsibility of each professional staff member to maintain the certification level appropriate to the position he/she fills and to pursue the library education units (LEUs) required by the Indiana State Library for re-certification for the professional position he/she holds: Director: 100 LEUs every 5 years; Department and Branch Head: 75 LEUs every 5 years; Professional Assistant: 50 LEUs every 5 years. Each professional staff member must submit a copy of each LEU certificate received to the business office.

16. **Travel**

16.1 Approved library business includes conferences, workshops, field trips, counterpart meetings, or meetings approved by the Board and travel among the three libraries of the Jasper County Public Library system.

16.2 Employees traveling on approved library business will be reimbursed for mileage at the IRS approved rate.

16.3 Employees are prohibited from using personal communication devices (i.e. cell phones, pagers, etc) while operating a motor vehicle on library business. Employees operating a motor vehicle should park in a safe area before making or receiving telephone calls or otherwise using personal devices. Furthermore, employees are required to be familiar and comply with the laws of the jurisdiction in which they are driving.

17. **Appropriate dress**

Appropriate dress and personal grooming create a favorable image for the library. We expect you to use good judgment and to maintain high standards in your personal cleanliness and attire. Your appearance affects the library's image. The library reserves the right to determine that particular attire is inappropriate for its business and to inform you of this and instruct you to change inappropriate attire. Some clothing, such as jeans, normally judged unacceptable for work, will be allowed on casual dress days and on other special occasions with permission from the Director.

18. **Alcohol and drug use**

Use of alcoholic beverages is prohibited on all library property.

The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited on library property. Employees violating that prohibition will be terminated. Employees working under the influence of alcohol or under the influence of illegally-used drugs may also be

terminated. All violations will be reported to local law enforcement authorities.

An employee must notify the Director of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction. Such conviction will result in dismissal.

119

19. **Discipline**

The Jasper County Public Library makes no promise of continued employment or employment for a specific period of time. The employer-employee relationship remains at-will. An individual's employment will continue only so long as the employee is satisfied with the library, and the library is satisfied with the employee.

Any employee who fails to perform the job satisfactorily, or is otherwise guilty of misconduct or insubordination, will be subject to discipline. In many cases, progressive discipline will be employed, including counseling, verbal warnings followed by written warnings, before more drastic measures are taken. Because circumstances vary in each case, each situation will be handled on an individual basis.

20. **Outside Employment:**

JCPL does not prohibit employees from outside employment. The job cannot, however, interfere with meeting the staffing needs of JCPL. Employees may not have outside employment while on leave (except vacation leave) from JCPL.

21. **Workers Compensation:**

This insurance covers employee work-related injuries. It pays for medical expenses and for time off work due to the injury according to WC Regulations. The employee may use paid sick leave to make up the difference between workers' compensation time-off reimbursement and the employee's normal wage for that time period.

22. **Telecommuting:**

Telecommuting arrangements will only be allowed at the discretion of the Director.

120

Adopted 10/93; revised 4/13

INVITATION TO PROPOSE

The Jasper County Public Library Board requests proposals for building insurance coverage as listed on the following pages. If you have questions, contact Patty Stringfellow at the Jasper County Public Library, 208 W. Susan St., Rensselaer, Indiana during normal business hours. Included are:

A. Instructions and General Information

B. Specifications

1. Property Insurance
Statement of Values
2. Boiler & Machinery
3. Inland Marine
4. Crime
5. Comprehensive General Liability
6. Automobile
7. Workers Compensation
8. Umbrella

C. Proposal Summary

Sealed proposals will be received at the Rensselaer Library at 208 W. Susan Street, Rensselaer, Indiana until **Friday, March 15, 2013 at 2 PM.**

UNDERWRITING SPECIFICATIONS

EFFECTIVE: 4-16-2013

A. Business Organization:

1. Named Insured on all policies:

Jasper County Public Library

Note: The Jasper County Public Library is a municipal corporation.

2. Effective date for all coverages will be 4-16-2013.

3. Office Address

**208 W. Susan Street
Rensselaer, IN 47978**

4. To make inspections, contact:

**Patty Stringfellow, Director
208 W. Susan Street
Rensselaer, IN 47978**

A. JASPER COUNTY PUBLIC LIBRARY

1. Sealed proposals will be received by the Jasper County Public Library Board, at 208 W. Susan St., Rensselaer, Indiana on or before **2 pm on March 15, 2013** for a quotation on the library's insurance program as outlined in the specifications.
2. GENERAL PROVISIONS AND CONDITIONS

The Board reserves the right to accept or reject any or all proposals and to accept the proposal deemed most advantageous to the Library. In order for a company's proposal to be considered, the company must have a Best's insurance Guide rating as follows: General Policy holder rating of A- or better and a financial rating of VII or better. The company must also be of sufficient size and stature in the State of Indiana to provide proper service through its company personnel and agents.

The agent and/or company are responsible to acquire any and all data (in addition to the specifications attached hereto) necessary for quoting and subsequent issuance and maintenance of the policies. While the information included in specifications is believed to be correct, the Board, its agents and employees assure no responsibilities for discrepancies contained herein. However, they will provide assistance whenever possible.

Insurance policies are to be written on a one (1) year policy, with premiums payable on semiannual installments. Rates shall be guaranteed for the term of the policies. Multiple year rate guarantees will be accepted.

Proposals submitted must be according to specifications for comparison purposes. **ANY DEVIATION FROM THE SPECIFICATIONS IN THE FORM OF REDUCTION OF COVERAGE MUST BE FULLY EXPLAINED.** Suggestions by the agent and/or company for improving coverage will be considered.

Each proposal shall break out premiums for: each separate insurance policy, each major coverage contained therein, all options and alternatives and each total semi-annual and annual premium. Each agent must supply with the proposal complete information concerning the agent's facilities with regard to a) agency personnel, b) appraisal service, c) claims service, and d) engineering and loss control.

Each agent and/or company shall make necessary inspections prior to the submission of their proposal and submit all major and mandatory recommendations

with their proposal. Sufficient time must be given to the Board for the compliance of recommendations. If compliance is not achieved and termination of any or all policies is deemed necessary, due to noncompliance, there must be 120-day written notice to this effect. In addition, compliance shall not be mandatory during the first year unless specific recommendations are outlined in the March 15, 2013 proposal document.

Any other cancellation, except for non-payment of premium requires 60-day notice.

This policy shall be the latest form filed by the bidding underwriters with the Insurance Services Office in Indiana, Non-Assessable, Institutional Form or its equivalent.

ANY DEVIATION FROM THESE SPECIFICATIONS MUST BE SPECIFICALLY NOTED.

A certificate of "Errors and Omissions" Insurance, indicating a minimum amount of \$3,000,000, shall be submitted by each agent.

B. SPECIFICATIONS AND DATA

1. PROPERTY INSURANCE

Blanket all Real and Personal Property (Statement of Values below)

Amount of Insurance and Agreed Amount	\$10,763,416
Extra Expense Each Location	\$ 150,000

Property coverage to be written on:

- A) All Risk including theft, excluding flood, joint loss clause – Boiler if separate cover
- B) 90 % Coinsurance
- C) Repairs and Replacement
- D) Deductible occurrence wording - \$1000
- E) Alterations and repairs to include new structure
- F) Consequential Loss Damage – Broad Form - \$25,000
- G) *Alternate #2 – Earthquake coverage - \$10,522,256, Deductible – 2%*
- H) Automatic coverage for newly acquired locations
- I) Towers & Radio Antennas Coverage/Outdoor Property - \$25,000
- J) Back-up sewers or drains - \$25,000
- K) Personal Effects & Property of Others - \$25,000
- L) Money & securities - \$5,000
- M) Ordinance or law coverage included
- N) Ordinance or law coverages B & C combined - \$200,000
- O) Personal property off premises - \$50,000
- P) Outdoor signs - \$10,000
- Q) Blanket computer (hardware) coverage - \$30,000 each location
- R) Blanket computer data & media - \$7,500 each location
- S) Blanket computer extra expense - \$7,500 each location
- T) Accounts receivables - \$25,000 each location
- U) Valuable papers & records - \$25,000 each location
- V) Fire department service charge - \$10,000
- W) Blanket Fine Arts - \$25,000 each location

STATEMENT OF VALUES FOR JASPER COUNTY PUBLIC LIBRARY

1.	Public Library	B	\$2,500,000
	208 W. Susan St., Rensselaer	BPP	\$1,154,575
	One story, joisted masonry building, built 1992		
	17,000 sq. ft		
	Flag Pole @ #1	PIO	\$ 1,667
2.	Public Library	B	\$2,407,860
	901 Birch St., SW, DeMotte, IN	BPP	\$1,106,391
	Two level, joisted masonry building, built 1992		
	17,300 sq. ft.		
	Flag Pole @ #2	PIO	\$ 1,667
3.	Public Library	B	\$ 2,800,000
	350 S. Bierma St., Wheatfield, IN	BPP	\$ 794,590
	One story joisted masonry building with wood trusses, built 2005		
	14,900 sq. ft.		
	Flag Pole @ #3	PIO	\$ 1,667
Total 100% Property Limit			\$10,763,416

2. BOILER & MACHINERY/EQUIPMENT BREAKDOWN COVERAGE

Repair and Replacement **Comprehensive Form** or its equivalent.

Boiler: All welded steel construction – see attached

OBJECTS:

Fire pressure vessels (boilers, water heaters, & steam generators), unfired pressured

vessels, refrigeration systems, air conditioning systems, reciprocating, centrifugal &

rotary compressors, pumps and engines, miscellaneous machines (crushers, fabricators, gear sets, mills, mixer, pressers, pulverizers), motors, generators, transformers, rotating electrical machines and non-rotating electrical apparatus, and turbines (hydro, steam & gas)

Limit of Liability – see SOV

Property and Indirect, or Property Limit

Deductible: \$1,000

LOCATIONS INSURED WITH BOILER AND MACHINERY COVERAGE ARE:

1. 208 W. Susan St., Rensselaer, IN
2. 901 Birch St., S.W., DeMotte, IN
3. 350 S. Bierma St., Wheatfield, IN

3. INLAND MARINE

All Risk including theft

Automatic Coverage for Newly Acquired Equipment. Premium Adjustment at Average Beginning and Ending Value.

Deductible: \$500 ded.

Computer Equipment

- | | | |
|----|--|-----------|
| 1. | 208 W. Susan. Rensselaer:
See schedule of equipment attached | \$162,000 |
| 2. | 901 Birch St., DeMotte:
See schedule of equipment attached | \$ 60,000 |
| 3. | 350 S. Bierma, Wheatfield:
See schedule of equipment attached | \$ 87,000 |

Fine Arts

- | | | |
|----|---|-----------|
| 1. | 208 W. Susan, Rensselaer:
Memorabilia of Civil War General Robert Milroy | \$100,000 |
|----|---|-----------|

4. CRIME COVERAGE

Time for filing proof of loss begins when the Business Manager has knowledge.

<u>Coverages:</u>	<u>Limit</u>	<u>Deductible</u>
Blanket Faithful Performance/Employee Dishonesty	\$25,000	None

Two treasurers, members of the Library Board, are separately bonded. This coverage should cover all employees.

Locations: All locations

5. COMPREHENSIVE GENERAL LIABILITY

Assault and Battery in Defense of Persons or Property

Knowledge of Occurrence Clause – when known to executive officer or risk manager

Broadened Liability Endorsement

Contractual – all written or oral contracts

Personal Injury – employee and contractual exclusion deleted

Broad Form Property Damage (including completed operations)

Host Liquor Liability

Incidental Malpractice Liability

Cross Liability Endorsement – if applicable

Premises

Operations

Broad Form Contracts

Independent Contractors

Completed Operations

Products

Elevator Liability

Employee Benefits Liability

Comprehensive General Liability, continued

The Persons Insured provisions have been amended to include the following:

- a) any member of the governing body of the NAMED INSURED;
- b) any member of the boards or commissions of the NAMED INSURED;
- c) any elected or appointed official of the NAMED INSURED;
- d) any employee of the NAMED INSURED
- e) rostered volunteers of the NAMED INSURED.

Fire Damage Legal Liability

GENERAL LIABILITY – EXPOSURE DATA

Limits:

General Aggregate	\$2,000,000
Products-Completed Operations Aggregate	\$2,000,000
Personal Injury	\$1,000,000
Each Occurrence	\$1,000,000
Fire Damage/Legal	\$ 300,000
Medical Payments	\$ 15,000

Schedule of Hazards:

Premises/Operations	<u>Premium Base</u>
208 W. Susan St, Rensselaer, IN	a) 17,000
901 Birch St., SW, DeMotte, IN	a) 17,300
350 S. Bierma St., Wheatfield, IN	a) 14,900

Employee Benefit Liability

Premium Basis:

- a) Area

6. AUTOMOBILE LIABILITY

Coverage shall be written on a "Comprehensive" basis for owned, non-owned, and hired cars.

Fellow Employee Exclusion Deleted

Extend coverage to include all employees, excess of personal insurance, when using personal vehicle on company business.

No Fault endorsement applies in applicable states

<u>Limit of Liability</u> <u>Deductible</u>	<u>Covered</u> <u>Autos</u>	<u>Liability Limit</u>	
Bodily Injury/Property Damage	8,9	\$1,000,000	None

5-10 employees may use their personal vehicles once a week for library business. Library has two courier drivers that transport books and library materials between branches.

<u>Driver</u>	<u>DOB</u>	<u>DL#</u>
William Hromada	7/20/39	2370448910
Deborah Kristoff	5/5/57	8913522723

7. WORKERS COMPENSATION

Include coverage statutory for the State of Indiana

Coverage shall include all officers, appointed officials and volunteers as permitted by law.

Public Entity – “Officers” to be included as “All Officers who are employees” i.e. not named scheduled.

Employers Liability - \$500,000/\$500,000/\$500,000

Payrolls:

<u>Class Codes</u>	<u>Classifications</u>	<u>Payroll</u>
8810	Public library- professional & clerical	\$ 906,808
	Janitorial	\$ 57,216

8. UMBRELLA LIABILITY

World Wide Coverage – claims made in USA within standard Territorial definition

Limit: \$2,000,000

Retention: None

FOLLOWING FORM OF COVERAGE OVER ALL UNDERLYING COVERAGES
INCLUDING PUBLIC OFFICIALS, D & O.

**JASPER COUNTY PUBLIC LIBRARY
PROPOSAL TALLY SHEET FOR INSURANCE**

1.	PROPERTY-----	\$_____
	Alternate #1 – Earthquake Cov. _____	
2.	BOILER & MACHINERY--	\$_____
3.	INLAND MARINE-----	\$_____
4.	CRIME-----	\$_____
5.	GENERAL LIABILITY-----	\$_____
6.	AUTOMOBILE-----	\$_____
7.	WORKERS COMPENSATION	\$_____
8.	UMBRELLA-----	\$_____
TOTAL PACKAGE PROPOSAL		\$_____

You must sign, date and return this form in order for your proposal to be considered.

I have read the specifications and my proposal includes qualifications that meet or exceed your specifications in all cases except as noted.

Signature: _____

Company: _____

Address: _____

Emc/Dawney

JASPER COUNTY PUBLIC LIBRARY
PROPOSAL TALLY SHEET FOR INSURANCE

1.	PROPERTY-----	\$ <u>13,087</u>
	Alternate #1 - Earthquake Cov. <u>Available upon Request</u>	
2.	BOILER & MACHINERY--	\$ <u>Included</u>
3.	INLAND MARINE-----	\$ <u>2,207</u>
4.	CRIME-----	\$ <u>Included</u>
5.	GENERAL LIABILITY-----	\$ <u>1,611</u>
6.	AUTOMOBILE-----	\$ <u>241</u>
7.	WORKERS COMPENSATION	\$ <u>5,813</u>
8.	UMBRELLA-----	\$ <u>1,010</u>
TOTAL PACKAGE PROPOSAL		\$ <u>23,969</u>

Indiana

JASPER COUNTY PUBLIC LIBRARY
PROPOSAL TALLY SHEET FOR INSURANCE

1.	PROPERTY-----	\$ <u>21,387</u>
	Alternate #1 - Earthquake Cov. <u>Available Upon Request</u>	
2.	BOILER & MACHINERY--	\$ <u>Included</u>
3.	INLAND MARINE-----	\$ <u>870</u>
4.	CRIME-----	\$ <u>501</u>
5.	GENERAL LIABILITY-----	\$ <u>2,080</u>
6.	AUTOMOBILE-----	\$ <u>226</u>
7.	WORKERS COMPENSATION	\$ <u>7,715</u>
8.	UMBRELLA-----	\$ <u>1,306</u>
TOTAL PACKAGE PROPOSAL		\$ <u>34,275</u>

Resolution to Request Advance Draw

Whereas, it has been determined that the Jasper County Public Library needs additional funds to operate; therefore, we the Board of Trustees of the Jasper County Public Library do resolve to approve this request to the County Auditor and County Treasurer for 95% of all possible revenues received to date for the Library Operating Fund, Library Capital Projects Fund, and General Obligation Bond Fund to the Jasper County Public Library, payable 30 days from the date of this resolution.

ADOPTED THIS 8th DAY OF April, 2013.

NAY

AYE

Paula L. Harper
Deana K. George
Natalie A. Waling
Janet Umberg
Timothy E. Smith

ATTEST:

Deana K. George

Secretary of the Jasper County Public Library Board

**Director's Report
March 2013**

Consent Agenda

You will be approving the minutes of the March board meeting, bills, and financial reports.

Policy Review: Our Personnel Policy is up for review at our April Board Meeting. Please see R 10 to review proposed revisions. We recommend striking the language about making exceptions for certain close relatives of board and staff to be employed by the library. This question doesn't come up often, but when it does, the answer is usually no, not something I would recommend to the board for approval because it does not meet the exception. In the event that I would recommend an exception to the board, it takes board approval, so that would add to the amount of time it would take to offer a job to a potential candidate since we would have to wait until a board meeting to seek approval. It is simply difficult to administer. We recommend that the minimum salaries named in our salary schedule increase every other year (in odd numbered years) instead of every year as policy currently allows. This seems more appropriate for current economic times. Our budgets are growing at a much slower pace than they once did. Also the minimum salaries have been updated effective 1/1/13 since our policy does currently state "minimums will increase ½ of annual salary increase to adjust for inflation each January. That rule necessitates an update now. We recommend removing the Assistant to the Business Manager classification. We no longer have this position in our system. This has changed to an HR Specialist position over time. We recommend revising a sentence in the explanation of Jury Duty as the current sentence is redundant and confusing to staff. We recommend revising a portion of the Meetings and Conferences section. We needed to clarify what is allowed. **If you approve the Consent Agenda items, you will approve revising the Personnel Policy as presented on R 10.**

Advance Tax Draw: To ensure that we receive tax money just as soon as it is available for distribution we should request an advance tax draw. You need to pass a resolution to approve requesting an advance tax draw. **If you approve the Consent Agenda you will approve our requesting an Advance Tax Draw.**

Workshop Request: I am requesting permission to send Becky Amalong, Brenda Thompson, and Linda Poortenga to attend Digipalooza, OverDrive's International User Group Conference for partner libraries to be held in Cleveland, Ohio August 1-4. At this conference librarians will learn how to maximize the value and circulation of eBooks, digital audio books and other media through best practices from experienced library staff, demonstrations of the latest software, devices, and mobile applications, as well as tips and tools for increasing awareness and addressing today's trends. Registration fees are \$199 per person with meals included. Mileage and hotel fees would be additional costs. LEUs will be awarded for those in attendance. **If you approve the Consent Agenda you will approve Becky Amalong, Brenda Thompson, and Linda Poortenga attending Digipalooza.**

To inform, enrich, and empower our diverse community.

General Business:

DeMotte Annual Report: Brenda Thompson and Evie Bristol will present their reports at the April board meeting, sharing up to five service-related success stories or impacts that their library or department made in the previous year (or since their last report).

Building Insurance: This year we are seeking quotes for building insurance. I placed a copy of the specifications in your board packet for your review. Please see R 25. We invited quotes from five agents. Two agents did not send anything to us. One agent responded that they could not submit a proposal because the companies that their agency uses had submissions from another agency. Another agent only quoted the Workman's Comp portion of the package indicating that they could not provide a quote for the remainder of our needs due to age and ISO Protection Class of DeMotte Library and the fact that their premiums would likely not be competitive (I believe they based this on our current costs which they had inquired about). Our current agent, Consolidated, Inc. provided two quotes: one from Indiana Insurance for a total cost of \$34,275 and one from EMC Downey for a total cost of \$23,969. Please see R 40 & R 41 to review proposal tally sheets. In 2012 our premium was \$22,906. We recommend that the Board choose the coverage from EMC Downey as it is the lesser quote and provides the coverage that we need. We did budget an amount sufficient to cover this new premium amount in 2013. I asked our agent what is impacting our premium, and he named claim history, market conditions, and rates that are climbing. A board vote is needed to accept the proposal from EMC Downey for \$23,969.

DeMotte Library (Long Range Plan Action): Our Long Range Plan states: "In 2013, the Library Board, in collaboration with Director and staff, will determine a long range plan for the DeMotte Library, specifically considering reorientation/renovation of existing facility or building a new facility." Since we are meeting at the DeMotte Library I thought it would be appropriate to place this on the agenda for discussion.

Director Review: You will be doing my evaluation at the May board meeting in an executive session. In your board folders (the folders you receive on the night of the board meeting) you will find a copy of my self-evaluation and a blank evaluation form for you to fill out. I have provided a stamped envelope for you to use to mail this evaluation form to Tim Schultz, chair of the director's evaluation committee. Tim will need to provide you with a deadline so that the committee can meet to prepare a written evaluation for me before the May meeting. At the May meeting the evaluation will be discussed by the whole board and then presented to me in the executive session. Janelle Harper and Deana George also serve on this committee.

Director's Report

Rayann and I attended three learning sessions on Health Care Reform in March. Health Care Reform stems from a 2800 page law. It is complicated and understanding is constantly evolving as new regulations come out each week on Friday, regulations that have attorneys and agents scrambling to unravel and share what they know with clients. There are different obligations for small and large employers. Based upon our calculations we are considered a small employer. We would like to invite our health insurance agent, or their representative, to our May board meeting to review Health Care Reform and things we need to be thinking about as we create our 2014 budget this summer and associated requirements.

We received word that the Jasper Foundation has authorized a \$250 payout from our Jasper County Public Library Fund. We have not yet learned if we will receive a payout from the Fendig fund. Payout amounts vary each year and are closely tied to the state of our economy and stock market performance.

We have sought and received permission from Rensselaer Central School Corporation to digitize our collection of Rensselaer High School yearbooks. We will scan them for archival purposes. If the originals were ever lost or destroyed, we would very likely not be able to replace them. We are pleased that the school supported our idea.

National Library Week will be celebrated April 14-20. Special events include: daily prize giveaways; a coloring contest for children, ages 3-11; a Spring Festival @ DeMotte Library, and Playaway Demo Days at all locations.

Children's Specialists have been hard at work on Summer Reading plans-ordering supplies, scheduling performers, and preparing for school visits. This year's theme is *Dig Into Reading* for younger readers, *Beneath the Surface* for teens, and *Groundbreaking Reads* for adults.

Books to Bridge the Region plans for 2013 are underway. Ash Fall by Indiana author Mike Mullins is the YA/Adult selection. Northwest Indiana will be encouraged to read this book and attend associated programs and events later this year.

A patron came in to express his thanks to the staff responsible for posts on the JCPL Facebook page. He appreciates the posts, and the efforts put forth by staff to make our page enjoyable and informative. He said it prompted him to come in and renew his library card after a long period of being a non-user. This is a direct benefit of meeting patrons where they are.

System Administrator News

Sheila attended an Encouraging Positivity meeting and a Pinterest Group meeting this month. She installed a new PC in the Business Office and in

To inform, enrich, and empower our diverse community.

DeMotte's Indiana Room. She also began preparing old pcs for sale. PC set-up documents have been updated as have Saturday Tape Back-Up procedures.

13 Service Requests were opened; 15 were closed.

Technical Services News

Becky completed patron deletions as per board action last month. You will see this reflected in patron numbers in the monthly reports. Procedures for how to do this have been updated and inserted into the Technical Services Procedure Manual. The first AV Shopping Trip of the year is set to occur in early April. Regular orders are coming in as usual.

Becky is a part of a staff work group for Pinterest. She and Sheila work together to pin quotes as we seek yet another means to reach our patrons. We meet them where they are.

DeMotte Library News

March flew by with noteworthy weather and many activities. Brenda reports, "We continue to offer our patrons help with e-books, computer one-on-one, health screenings and a variety of other programs." We offered Dollar-a-Day Boys, a musical tribute to the Civilian Conservation Corps featuring presenter Bill Jamerson.

Several children came out for the Extension Office's Block Party held in conjunction with the library. A First Friday Story Time was offered specifically for special needs patrons. As with all of our programs, all are welcome. Evie planned for some upcoming events for teens, including Teen Craft Day, a Teen Texting Competition, and Teen Tech Week. Spring Festival will be held during National Library Week, and a lot of preliminary work has been done for this as well.

Rensselaer Library News

The Adult Winter Reading initiative 'Read S'More Books' was held January 2-March 1 with 127 participants and 764 prize entries. A Mad Hatter Tea Party coordinated by Jamie and many other staff was a huge hit. Photos featured on our Facebook page offered a window to all of the fun.

Jamie officially began her role as Children's Librarian in mid-March focusing on becoming comfortable with her new surroundings and responsibilities and re-organizing some of her spaces. Children's Assistant Nancy did an outstanding job in the Children's Department while the search for a new Librarian ensued. A Purdue Extension Block Party program and a popular Third Thursday program were just two of the programs she successfully coordinated with grace and energy while serving our youngest patrons.

Wheatfield Library News

The Friends of the Library provided funds for the purchase of new shelving for the children's department. Our maintenance man, Jim, has the shelving in place. The week before Spring Break was busy with an Easter After School Program (K-5), a book discussion (grades 4-5), and a teen book discussion. Teen Tech Week featured a Tech/Games program.

The art display has attracted a lot of attention. For both March and April the art wall will feature the work of Rensselaer artist, John Sirianni who has a variety of styles and subjects that appeal to patrons-horses, a wolf, a koi pond, sailboats, and florals.

Please contact me if you are unable to attend the April board meeting or if you have any questions about material in your packet.-Patty

JCPL FINANCIAL STATEMENT

March 31, 2013

	<u>Beginning 2013 Balance</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Ending Balance</u>
Operating Fund	\$591,983.31	\$151,920.94	\$484,404.31	\$56,303.21	\$183,243.01	\$290,822.01
Public Library Access Card Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Gift Fund	\$9,202.35	\$547.74	\$1,947.84	\$725.00	\$4,441.78	\$11,696.29
DeMotte	\$2,130.22	\$90.17	\$633.67	\$525.00	\$2,169.66	\$3,666.21
Rensselaer	\$4,970.25	\$261.26	\$606.86	\$200.00	\$858.70	\$5,222.09
Wheatfield	\$2,101.88	\$196.31	\$707.31	\$0.00	\$1,413.42	\$2,807.99
Library Improvement Reserve Fund	\$295,486.61	\$0.00	\$0.00	\$34.01	\$77.72	\$295,564.33
Bond & Interest Redemption Fund	\$192,301.65	\$0.00	\$157,640.00	\$0.00	\$0.00	\$34,661.65
Rainy Day Fund	\$304,829.02	\$0.00	\$0.00	\$0.00	\$0.00	\$304,829.02
Includes Investments of: \$275,000.00						
State Technology Fund Grant Fund	\$11,472.00	\$1,461.00	\$4,356.87	\$0.00	\$0.00	\$7,115.13
Capital Projects Fund	\$1,251,180.16	\$0.00	\$0.00	\$3.01	\$9.65	\$1,251,189.81
Includes Investments of: \$1,225,000.00						
Host/Hospitality Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levy Excess Fund	\$15,295.30	\$0.00	\$15,295.30	\$0.00	\$0.00	\$0.00
Sales Tax	\$71.40	\$0.00	\$72.28	\$14.49	\$37.56	\$36.68
Construction Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00
Insurance Refund Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$7,462.73	\$25,382.53	\$7,462.73	\$25,382.53	\$0.00
FICA Tax Collected	\$0.00	\$6,809.33	\$21,799.24	\$6,809.33	\$21,799.24	\$0.00
State Tax Collected	\$3,474.60	\$3,607.66	\$10,561.96	\$3,133.32	\$10,220.63	\$3,133.27
County Tax Collected	\$2,652.08	\$2,826.19	\$8,193.21	\$2,483.29	\$8,024.47	\$2,483.34
Deferred Comp.	\$0.00	\$3,072.40	\$9,094.80	\$3,072.40	\$9,094.80	\$0.00
#125 Pre-tax Plan	\$0.00	\$3,219.55	\$9,910.89	\$3,219.56	\$9,910.92	\$0.03
Employee Life Insur.	\$0.00	\$135.16	\$415.48	\$135.16	\$415.48	\$0.00
Employee INPRS	\$0.00	\$2,490.67	\$7,967.70	\$2,490.68	\$7,967.71	\$0.01
Garnishments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Credit Union	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EIC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL ALL FUNDS.....	\$2,678,218.48	\$183,553.37	\$757,042.41	\$85,886.19	\$280,625.50	\$2,201,801.57

Bank Balances***Jasper County Public Library******Report as of: 3/31/2013***

<i>Bank</i>		
1	Alliance Bank	\$688,742.71
2	Demotte State Bank	\$6,015.25
4	PNC Bank	\$6,773.61
5	Cash On Hand	\$270.00
6	Kentland Bank CD#400043192	\$725,000.00
7		\$0.00
8		\$0.00
9	Kentland Bank CD#400043306	\$500,000.00
10	Kentland Bank CD#400043193	\$275,000.00
<i>Total all banks =</i>		<i>\$2,201,801.57</i>

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for**100 OPERATING FUND****Jasper County Public Library****Report Date: From 3/1/13 To 3/31/13**

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
1. Personal Services							
1.11 SALARY OF LIBRARIAN	\$61,818.00	\$0.00	\$61,818.00	\$5,151.46	\$15,378.98	\$46,439.02	24.9
1.12 SALARY OF ASSISTANTS	\$1,044,764.00	\$0.00	\$1,044,764.00	\$82,177.38	\$264,906.15	\$779,857.85	25.4
1.13 WAGES OF JANITORS	\$67,047.00	\$0.00	\$67,047.00	\$4,900.35	\$14,581.40	\$52,465.60	21.7
1.21 EMPLOYER'S SHARE-FICA	\$89,783.00	\$0.00	\$89,783.00	\$6,809.27	\$21,799.15	\$67,983.85	24.3
1.22 UNEMPLOYMENT COMPENSATION	\$3,329.00	\$0.00	\$3,329.00	\$0.00	\$241.44	\$3,087.56	7.3
1.23 EMPLOYER'S CONTRIB.- PERF	\$89,783.00	\$0.00	\$89,783.00	\$7,145.13	\$23,000.64	\$66,782.36	25.6
1.24 EMPLOYER'S CONTRIB.- INS.	\$112,764.00	\$0.00	\$112,764.00	\$8,944.91	\$27,302.55	\$85,461.45	24.2
Subtotal	\$1,469,288.00		\$1,469,288.00	\$115,128.50	\$367,210.31	\$1,102,077.69	25.0
2. Supplies							
2.11 OFFICIAL RECORDS	\$600.00	\$0.00	\$600.00	\$0.00	\$0.00	\$600.00	0.0
2.12 STATIONERY AND PRINTING	\$450.00	\$0.00	\$450.00	\$0.00	\$0.00	\$450.00	0.0
2.13 OTHER OFFICE SUPPLIES	\$8,000.00	\$0.00	\$8,000.00	\$850.86	\$1,828.75	\$6,171.25	22.9
2.21 CLEANING & SANITATION SUPPLIES	\$6,500.00	\$0.00	\$6,500.00	\$346.37	\$792.08	\$5,707.92	12.2
2.23 OTHER OPERATING SUPPLIES	\$8,000.00	\$0.00	\$8,000.00	\$533.10	\$1,817.19	\$6,182.81	22.7
2.31 BUILDING MATERIALS & SUPPLIES	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$3.79	\$2,496.21	0.2
2.32 PAINT AND PAINTING SUPPLIES	\$200.00	\$0.00	\$200.00	\$0.00	\$61.99	\$138.01	31.0
2.33 REPAIR PARTS	\$3,000.00	\$0.00	\$3,000.00	\$30.43	\$260.76	\$2,739.24	8.7

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
2.41 LIBRARY SUPPLIES	\$14,790.00	\$0.00	\$14,790.00	\$1,129.50	\$2,637.01	\$12,152.99	17.8
2.42 MARKETING SUPPLIES	\$50.00	\$0.00	\$50.00	\$0.00	\$0.00	\$50.00	0.0
Subtotal	\$44,090.00		\$44,090.00	\$2,890.26	\$7,401.57	\$36,688.43	16.8
<i>3. Other Services and Charges</i>							
3.13 LEGAL SERVICES	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$306.25	\$4,693.75	6.1
3.14 OTHER PROFESSIONAL SERVICES	\$13,000.00	\$0.00	\$13,000.00	\$20.00	\$842.00	\$12,158.00	6.5
3.145 DATABASES & LICENSING SERVICES	\$20,795.00	\$0.00	\$20,795.00	\$0.00	\$1,560.00	\$19,235.00	7.5
3.146 E-BOOKS SERVICES	\$12,300.00	\$0.00	\$12,300.00	\$3,000.00	\$3,000.00	\$9,300.00	24.4
3.21 TELEPHONE	\$4,200.00	\$0.00	\$4,200.00	\$174.60	\$524.30	\$3,675.70	12.5
3.22 POSTAGE	\$3,200.00	\$0.00	\$3,200.00	\$170.00	\$372.30	\$2,827.70	11.6
3.23 MILEAGE	\$20,000.00	\$0.00	\$20,000.00	\$1,049.18	\$3,179.71	\$16,820.29	15.9
3.24 PROFESSIONAL MEETINGS	\$7,000.00	\$0.00	\$7,000.00	\$99.16	\$386.32	\$6,613.68	5.5
3.25 FREIGHT	\$1,500.00	\$0.00	\$1,500.00	\$209.80	\$300.85	\$1,199.15	20.1
3.26 NETWORKING	\$59,540.00	\$0.00	\$59,540.00	\$0.00	\$0.00	\$59,540.00	0.0
3.31 ADVERTISING & PUBLIC NOTICES	\$800.00	\$0.00	\$800.00	\$75.96	\$75.96	\$724.04	9.5
3.33 MARKETING ADVERTISING	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.0
3.41 OFFICIAL BONDS	\$250.00	\$0.00	\$250.00	\$0.00	\$200.00	\$50.00	80.0
3.42 OTHER INSURANCE	\$27,500.00	\$0.00	\$27,500.00	\$0.00	\$2,549.18	\$24,950.82	9.3
3.51 GAS	\$30,000.00	\$0.00	\$30,000.00	\$2,403.17	\$7,396.50	\$22,603.50	24.7
3.52 ELECTRICITY	\$85,000.00	\$0.00	\$85,000.00	\$5,906.81	\$18,034.02	\$66,965.98	21.2
3.53 WATER	\$2,000.00	\$0.00	\$2,000.00	\$108.55	\$354.65	\$1,645.35	17.7
3.54 WASTE DISPOSAL SERVICES	\$5,700.00	\$0.00	\$5,700.00	\$437.08	\$1,296.74	\$4,403.26	22.7
3.61 BUILDING & STRUCTURES	\$58,920.00	\$0.00	\$58,920.00	\$3,238.21	\$10,481.23	\$48,438.77	17.8

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
3.62 EQUIPMENT REPAIRS	\$880.00	\$0.00	\$880.00	\$434.72	\$434.72	\$445.28	49.4
3.72 EQUIPMENT RENTALS	\$650.00	\$0.00	\$650.00	\$89.95	\$254.85	\$395.15	39.2
3.91 DUES	\$2,800.00	\$0.00	\$2,800.00	\$0.00	\$123.50	\$2,676.50	4.4
3.93 TAXES & ASSESSMENTS	\$325.00	\$0.00	\$325.00	\$0.00	\$0.00	\$325.00	0.0
3.94 TRANSFER TO LIRF	\$120,000.00	\$0.00	\$120,000.00	\$0.00	\$0.00	\$120,000.00	0.0
3.95 BOOK REIMBURSEMENT	\$500.00	\$18.55	\$518.55	\$18.24	\$45.18	\$473.37	8.7
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$120.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$106,745.00	\$0.00	\$106,745.00	\$341.70	\$26,788.60	\$79,956.40	25.1
Subtotal	\$590,225.00	\$18.55	\$590,243.55	\$17,777.13	\$78,506.86	\$511,736.69	13.3
4. Capital Outlays							
4.4 FURNITURE & EQUIPMENT	\$39,255.00	\$0.00	\$39,255.00	\$0.00	\$2,166.00	\$37,089.00	5.5
4.51 BOOKS	\$150,000.00	\$0.00	\$150,000.00	\$14,944.42	\$23,618.15	\$126,381.85	15.7
4.52 PERIODICALS & NEWSPAPERS	\$25,000.00	\$0.00	\$25,000.00	\$79.99	\$1,225.96	\$23,774.04	4.9
4.53 NONPRINTED MATERIALS	\$56,913.00	\$0.00	\$56,913.00	\$1,100.64	\$4,275.46	\$52,637.54	7.5
Subtotal	\$271,168.00		\$271,168.00	\$16,125.05	\$31,285.57	\$239,882.43	11.5
Grand Total	\$2,374,771.00	\$18.55	\$2,374,789.55	\$151,920.94	\$484,404.31	\$1,890,385.24	20.4

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Appropriation Report for**155 STATE TECHN.FUND GRANT****Jasper County Public Library****Report Date: From 3/1/2013 To 3/31/2013**

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
3. Other Services and Charges							
3.26 NETWORKING	\$0.00	\$0.00	\$0.00	\$1,461.00	\$4,356.87	(\$4,356.87)	0.0
Subtotal	\$0.00		\$0.00	\$1,461.00	\$4,356.87	(\$4,356.87)	0.0
Grand Total	\$0.00	\$0.00	\$0.00	\$1,461.00	\$4,356.87	(\$4,356.87)	0.0

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Changes to Appropriations

<i>Date</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Reason</i>
2/11/2013	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$9.95	Refund on Lost Bk Pd 1/18/13 & Found - A/P#75
3/11/2013	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$8.60	Refund on Lost Bk Pd 1/29/13& Found - A/P#197

Net Changes by Fund

<i>Fund Number</i>	<i>Net Change</i>
100	\$18.55

Voucher List
Jasper County Public Library

Report Date: From 3/1/2013 To 3/31/2013

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
32034	169	AARON'S LAWN CARE	3/11/2013	DeM: snow removal & salting 2/2-2/27/13; Wh: snow removal & salting 2/2-2/27/13	\$870.00
32035	170	ACE HARDWARE	3/11/2013	Toilet repair parts, solder & iron for repair of emergency doors, bolts, smoke alarm battery, nuts, toilet seats	\$80.53
32036	171	ALLIED WASTE SERVICES #71	3/11/2013	Wh: Trash Pick-up March	\$54.88
32037	172	ANTHEM BLUE CROSS BLUE	3/11/2013	Health Premium- March, 18 employees	\$11,292.49
32038	173	ANTHEM LIFE	3/11/2013	Life Insurance Premiums- March	\$100.80
32039	174	BAKER & TAYLOR ENTERTAIN	3/11/2013	DVDs	\$133.94
32040	175	BAKER & TAYLOR	3/11/2013	Books, Continuations, AV, Auto. Yours	\$8,446.04
32041	176	BUSINESS CARD	3/11/2013	DVDs, audiobooks, books, Teen Tech Week prizes, shopping expenses, children's supplies, B2B expenses, Branch Counterparts expenses, Director's Meeting expenses,	\$753.86
32042	177	BRENDA THOMPSON	3/11/2013	Mileage 2/14-2/27/13: Management meeting, B2B, Branch Counterparts	\$80.34
32043	178	CAPSTONE PRESS	3/11/2013	Books	\$4,485.72
32044	179	CULLIGAN WATER CONDITIO	3/11/2013	Wh: Water Cooler Rental- March	\$9.95
32045	180	DAVIDSON TITLES INC.	3/11/2013	Books	\$1,476.12
32046	181	DEMCO	3/11/2013	Genre stickers, daily record checking cards, round DVD/CD labels, book pockets, polyfit	\$435.05
32047	182	DIANA KOOY	3/11/2013	Adult Reading Weekly Prizes	\$10.00
32048	183	ALCO STORES, INC.	3/11/2013	Adult Reading Program supplies	\$11.50
32049	184	FLEX-PAC INC	3/11/2013	Facial Tissue	\$148.77
32050	185	HAMSTRA BUILDERS, INC.	3/11/2013	Wh: replaced bad bearing on ERV Blower Motor Assembly	\$208.80
32051	186	HERITAGE OFFICE PRODUCT	3/11/2013	Nametag- M. Widner	\$11.50
32052	187	HP PRODUCTS	3/11/2013	Gleme glass cleaner, neutral cleaner, vaccuum bags, vacuum filters	\$197.60
32053	188	JAMES R. LITTLE	3/11/2013	Toilet repair parts, Art Wall lighting	\$440.69
32054	189	JUNIOR LIBRARY GUILD	3/11/2013	Books	\$171.00
32055	190	KIRBY RISK CORPORATION	3/11/2013	4' fluorescent bulbs	\$169.20
32056	191	KOLORTECH, INC.	3/11/2013	MH250 lightbulbs	\$142.80
32057	192	LINDA POORTENGA	3/11/2013	Mileage 2/4-2/27/13: Librarian's Council meeting, Pinterest workshop, B2B, Bank deposit, Branch Counterparts	\$78.76
32058	193	THE LOCK DOCTOR	3/11/2013	Rens: repair/align lock strike on outdoor storage lock, 4 outdoor storage keys	\$83.00
32059	194	MARLENE BEEDLE	3/11/2013	Mileage 2/8/13: Pinterest workshop	\$9.04
32060	195	MIDWEST TAPE	3/11/2013	DVDs	\$208.29
32061	196	MOOLENAAR SUPREME LAW	3/11/2013	2013 Annual Lawn Fertilization & Grub Control Applications- Dem & Rens Lib	\$720.00
32062	197	MORGAN SPURR	3/11/2013	Reimbursement for overcharge for lost book.	\$8.60
32063	198	OVERDRIVE	3/11/2013	Database Maintenance Fee & Future Content Purchases (February 2013-January 2014)	\$3,000.00
32064	199	THE PAPER CORPORATION	3/11/2013	Copy Paper	\$509.80
32065	200	PATRICIA MCDANIEL	3/11/2013	Book	\$20.00
32066	201	POSTMASTER	3/11/2013	Stamps	\$170.00
32067	202	PRECISION CONTROL SYSTE	3/11/2013	Rens: checked heating valve operation, put damper at 37% fixed position temporarily; DeM: replaced drive pulley & belts on AHU #1, checked tension, parts	\$1,356.41
32068	203	QUILL CORPORATION	3/11/2013	Toner cartridges, plastic magazine edges, copy paper, sticky notes, stamp pad, typewriter ribbon, staples	\$251.53
32069	204	RENSSELAER CHAMBER OF C	3/11/2013	February Luncheon Meeting	\$10.00

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
32070	205	Rory McMahan	3/11/2013	Mad Hatter program presenter	\$200.00
32071	206	SALEM PRESS, INC.	3/11/2013	Books	\$840.00
32072	207	SARAH GIVENS	3/11/2013	Reimbursement for lost book previously paid for.	\$9.64
32073	208	SVT, LLC	3/11/2013	Management Meeting expenses, Winter Read prizes	\$49.76
32074	209	SUNRISE PACKAGING INC.	3/11/2013	Audiobook cases	\$485.51
32075	210	TOWN OF DEMOTTE	3/11/2013	DeM: sewer- February	\$71.90
32076	211	TOWN OF WHEATFIELD	3/11/2013	Wh: sewer- March	\$56.65
32077	212	TRUGREEN PROCESSING CE	3/11/2013	Ice Melt	\$125.00
32078	213	VISION SERVICE PLAN- (IN)	3/11/2013	Vision Ins. Premiums- March, 18 employees	\$192.41
32079	214	WAL-MART COMMUNITY/GEC	3/11/2013	After School program supplies, Storytime supplies, magazine, wipes	\$49.47
32080	215	WASTE MANAGEMENT	3/11/2013	DeM: Trash Pick-up, March	\$69.30
32081	216	YVONNE DEL VECCHIO	3/11/2013	Mileage 12/26/12-2/28/13: Walking Books, Book Club, Marketing Committee Meeting, Pinterest Workshop, Community Connection/Program Flyer Distribution	\$59.08
0	217	PAYROLL	3/8/2013	PAYROLL	\$44,232.82
0	218	BILL HROMADA	3/8/2013	Courier Mileage 2/18-2/28/13 Conf#3BCB6SGG	\$305.10
0	219	GREAT-WEST RETIREMENT S	3/8/2013	Annuity Withheld from 3/8/13 Payroll (conf#5BKBWSNH)	\$1,536.20
0	220	INPRS fbo PERF	3/8/2013	3/8/13 Payroll Contributions	\$4,621.43
0	221	INDIANA DEPARTMENT OF RE	3/8/2013	EFT- State & County Taxes withheld Feb 2013 Payrolls, Ref# 77841	\$6,433.85
0	222	IRS USA TAXPAYMENT	3/8/2013	EFT- FICA & Federal Taxes withheld 3/8/13 Payroll, Ref# 12181598	\$10,040.40
32082	223	BIERMA HARDWARE, INC.	3/11/2013	Fill valve, bolt washers, toilet bolts, flush valve	\$28.06
32083	224	CENTURYLINK	3/11/2013	Long Distance Phone Service- February 2013	\$2.51
32084	225	CENTURYLINK	3/11/2013	Rens: Local Phone & Fax- March	\$119.27
32085	226	CHICAGO TRIBUNE	3/11/2013	DeM: Newspaper subscription 3/11-9/8/13 (everyday)	\$195.00
32086	227	CREATIVE PRODUCT SOURC	3/11/2013	Stickers	\$155.02
32087	228	DEBORAH KRISTOFF	3/11/2013	Courier Substitute Mileage 3/7-3/8/13	\$67.80
32088	229	ENA SERVICES LLC	3/11/2013	Internet Access- February 2013	\$1,461.00
32089	230	HERITAGE OFFICE PRODUCT	3/11/2013	Wh: plaque for donated art	\$59.50
32090	231	JASPER COUNTY HOSPITAL	3/11/2013	Water Testing	\$20.00
32091	232	KANKAKEE VALLEY PUBLISHI	3/11/2013	Annual Financial Report Legal Ads	\$75.96
32092	233	NIPSCO	3/11/2013	DeM. & Wh: Gas & Electric- February 2013	\$5,480.69
32093	234	OFFICE DEPOT	3/11/2013	Key tags, DVD/CD file folders, electric pencil sharpener, labels, filament tape	\$130.47
32094	235	PATTY STRINGFELLOW	3/11/2013	Mileage 3/1/13: Directors Meeting	\$50.85
32095	236	RAYANN GILMORE	3/11/2013	Mileage 1/9-3/8/13: Bank Deposits, Post Office, Deliver Board Packets, Heritage Office Products, Rensselaer Republican Office, Deliver Building Insurance Specs., Walmart, New Employee Orientation, Healthcare Workshop	\$93.11
32096	237	UNIQUE MANAGEMENT SERVI	3/11/2013	Collections: Initial/Secondary Placements- February	\$304.40
0	238	PAYROLL	3/25/2013	PAYROLL	\$47,996.37
0	239	AFLAC	3/25/2013	Supplemental Ins.- March 2013 (conf# 3BQB3S2L)	\$209.48
0	240	BILL HROMADA	3/25/2013	Courier Mileage 3/1-3/15/13 (conf# 5BMBUS1L)	\$305.10
0	241	CENTURYLINK	3/25/2013	Wh: Fax Service- March (conf# CB9BOSWJ)	\$14.30
0	242	CENTURYLINK	3/25/2013	Wh: Local Phone Service- March (conf# HMBBOSWJ)	\$38.52
0	243	CITY OF RENSSELAER	3/25/2013	Rens: Utilities 2/7-3/8/13 (conf# FBFB3S2L)	\$3,122.19
0	244	DELTA DENTAL	3/25/2013	Dental Ins. Premiums- March, 18 employees (conf# SBSBFSJ)	\$504.44
0	245	GREAT-WEST RETIREMENT S	3/25/2013	Annuity Withheld from 3/25/13 Payroll (conf# 2B6BSSGX)	\$1,536.20
0	246	INPRS fbo PERF	3/25/2013	3/25/13 Payroll Contributions	\$5,014.37
0	247	IRS USA TAXPAYMENT	3/25/2013	EFT-FICA & Federal Taxes withheld from 3/25/13 Payroll Ref# 72145772	\$11,040.93
0	248	POSTMASTER	3/25/2013	DeM: PO Box 16 Rental (conf# 1B1BMSEZ)	\$80.00

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
0	249	RENSSELAER REPUBLICAN	3/25/2013	To Correct Voucher# 69, online payment sent to wrong address. A second online payment had to be sent A/P#164.	(\$125.00)
0	250	ALLIANCE BANK	3/25/2013	Direct Deposit Fees-February 2013	\$37.30
Total Amount of Claims					\$183,553.37

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Tuesday, April 02, 2013

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of

Date this 8th day of April, 2013.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

JASPER COUNTY PUBLIC LIBRARY
Receipt Breakdown
March 31, 2013

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
FINES & FEES:			\$2,948.12	\$8,866.05
DeMotte	\$982.52	\$2,708.75		
Rensselaer	\$1,136.82	\$3,726.35		
Wheatfield	\$828.78	\$2,430.95		
PHOTOCOPIES:			\$837.21	\$2,465.17
DeMotte	\$313.80	\$998.05		
Rensselaer	\$361.31	\$1,008.67		
Wheatfield	\$162.10	\$458.45		
INTEREST (Checking, Repurchase, CDs):.....			\$62.47	\$241.50
TAXES:			\$51,798.69	\$155,396.07
Property Tax	\$0.00	\$0.00		
LOIT	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Local Option/Certified Shares	\$42,698.46	\$128,095.38		
Local Option/Property Tax Repl.	\$9,100.23	\$27,300.69		
TAXABLE SALES:-.....			\$6.72	\$24.88
REFUNDS:			\$650.00	\$16,249.34
Rebates/Refund	\$0.00	\$0.00		
Insurance Claims/Reimbursements	\$0.00	\$0.00		
Meeting Room Rental	\$200.00	\$300.00		
Reimbursement	\$0.00	\$0.00		
Fixed Asset Sales	\$450.00	\$450.00		
Miscellaneous Receipts	\$0.00	\$204.04		
Interfund Transfer	\$0.00	\$15,295.30		
TOTAL OPERATING FUND RECEIPTS.....			\$56,303.21	\$183,243.01
PLAC FUND:.....			\$0.00	\$0.00
GIFT FUNDS:			\$725.00	\$4,441.78
DeMotte	\$525.00	\$2,169.66		
Rensselaer	\$200.00	\$858.70		
Wheatfield	\$0.00	\$1,413.42		
LIB. IMPROV. RESERVE FUND:			\$34.01	\$77.72
Interest Earned	\$34.01	\$77.72		
Transfer from OPERATING	\$0.00	\$0.00		
BOND & INTEREST REDEMPTION FUND:			\$0.00	\$0.00
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Interfund Transfer	\$0.00	\$0.00		
RAINY DAY FUND:			\$0.00	\$0.00
Special CAGIT Distribution	\$0.00	\$0.00		
Interest Earned	\$0.00	\$0.00		
STATE TECHNOLOGY FUND GRANT FUND:-.....		\$0.00	\$0.00	\$0.00
CAPITAL PROJECTS FUND:		\$6.64	\$3.01	\$9.65
Interest Earned	\$3.01	\$9.65		
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Interfund Transfer	\$0.00	\$0.00		
HOST/HOSPITALITY FUND:.....			\$0.00	\$0.00
LEVY EXCESS FUND:.....			\$0.00	\$0.00
SALES TAX:.....			\$14.49	\$37.56
CASH CHANGE FUND			\$0.00	\$0.00
SUB-TOTAL (page 1).....			\$57,079.72	\$187,809.72

WITHHOLDING ACCOUNT FUNDS:

			\$28,806.47	\$92,815.78
FIT Tax Collected	\$7,462.73	\$25,382.53		
FICA Collected	\$6,809.33	\$21,799.24		
State Tax Collected	\$3,133.32	\$10,220.63		
County Tax Collected	\$2,483.29	\$8,024.47		
Deferred Comp Plan	\$3,072.40	\$9,094.80		
Pre-tax Insurance Plans	\$3,219.56	\$9,910.92		
Life Insurance	\$135.16	\$415.48		
INPRS	\$2,490.68	\$7,967.71		
Garnishments	\$0.00	\$0.00		
Credit Union	\$0.00	\$0.00		
TOTAL RECEIPTS - ALL FUNDS.....			\$85,886.19	\$280,625.50

*Voucher List***Jasper County Public Library****Report Date: From 4/1/2013 To 4/8/2013**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
32097	251	4-COUNTY SUPPLY	4/8/2013	Toilet Repair Parts	\$7.38
32098	252	AARON'S LAWN CARE	4/8/2013	DeM: snow removal & salting 3/5-3/25/13; Wh: snow removal & salting 3/5-3/25/13	\$615.00
32099	253	ACE HARDWARE	4/8/2013	Toilet Repair Parts, Nuts, Bolts, Nails	\$44.78
32100	254	AMERICAN LIB. ASSN.	4/8/2013	Books	\$100.96
32101	255	ALCO STORES, INC.	4/8/2013	Children's supplies	\$4.99
32102	256	ALLIED WASTE SERVICES #71	4/8/2013	Wh: Trash Pick-up April	\$54.88
32103	257	ANTHEM BLUE CROSS BLUE	4/8/2013	Health Premium- April, 17 employees	\$10,701.26
32104	258	ANTHEM LIFE	4/8/2013	Life Insurance Premiums- April	\$97.20
32105	259	AUDIOCRAFT PUBLISHING, IN	4/8/2013	Books	\$7.88
32106	260	BAKER & TAYLOR	4/8/2013	Books, Continuations, AV, Auto. Yours	\$11,963.79
32107	261	BAKER & TAYLOR ENTERTAIN	4/8/2013	DVDs	\$257.80
32108	262	BLUETARP FINANCIAL, INC	4/8/2013	Seam sealer, paint brush, sand paper, sanding sponges, blue towel roll, spray paint, pliers, trim, stain	\$72.18
32109	263	BRIANNE YACK	4/8/2013	Patron refund for lost book previously paid for.	\$13.99
32110	264	CAPSTONE PRESS	4/8/2013	Books	\$94.45
32111	265	CULLIGAN WATER CONDITIO	4/8/2013	Wh: Water Cooler Rental-April; 5 gallon drinking water-11	\$86.20
32112	266	DELTA DENTAL	4/8/2013	Dental Ins. Premiums- April, 17 employees	\$477.78
32113	267	DIANE OPOLSKI	4/8/2013	Mileage 1/28-3/13/13: ASK Meeting, Positivity Committee Meetings, AV Shopping,	\$83.62
32114	268	ENA SERVICES LLC	4/8/2013	Internet Access-March 2013	\$1,461.00
32115	269	GALE	4/8/2013	Continuations	\$689.75
32116	270	GREY HOUSE PUBLISHING	4/8/2013	Books	\$148.60
32117	271	HAMSTRA BUILDERS, INC.	4/8/2013	Wh: Replaced bearings on blower motor #2 on MVA unit	\$277.62
32118	272	INDIANA WILD	4/8/2013	Summer Reading Program	\$366.68
32119	273	INTELLIGENT CLEANING SYS	4/8/2013	Paper towels, toilet paper, M-fold towels	\$489.58
32120	274	JEAN LAMBERT	4/8/2013	Mileage 1/4-3/29/13: Recycling, bank deposits, post office, purchase cleaning items	\$10.24
32121	275	KAPCO	4/8/2013	Poly covers, polyester repair tape, book repair glue, label protectors	\$201.42
32122	276	KARLA HAUSENFLECK	4/8/2013	Mileage 3/1/13: Block Party Meeting	\$19.78
32123	277	KAUFMAN CONSTRUCTION	4/8/2013	Rens: snow removal & salting 2/2-3/24/13	\$450.00
32124	278	KIM DELGER	4/8/2013	Mileage 3/15/13: Circulation Counterparts Meeting; Circulation Counterparts Meeting Expenses	\$44.16
32125	279	KRISTIN WALSTRA	4/8/2013	Patron refund for lost book previously paid for	\$11.99
32126	280	LINDA POORTENGA	4/8/2013	Mileage 3/9-3/15/13: Bank Deposit, Post Office, Management Meeting, B2B	\$38.87
32127	281	MAGAZINE SUBSCRIPTION SE	4/8/2013	Annual Jun-Aug Magazine Subscription Renewals	\$3,091.09
32128	282	MIDWEST TAPE	4/8/2013	DVDs	\$117.01
32129	283	NIPSCO	4/8/2013	Wh: Gas & Electric March 2013	\$1,966.50
32130	284	PATTY STRINGFELLOW	4/8/2013	Mileage 3/12/13: Insurance Seminar	\$102.83
32131	285	PEGGY WOODS	4/8/2013	Mileage 2/12-3/19/13: Post Office, Bank, AV Shopping, pick-up Supplies	\$18.98
32132	286	PRECISION CONTROL SYSTE	4/8/2013	DeM: VAV 6 cold, troubleshot issue, found problem with damper, replaced controller, loaded database, found VAV 8 down, located controller & troubleshot issue, issue with fuse holder, fixed; funny smell by children's computer area, checked main air handler, ok, checked exhaust fan, loose belt, tightened belt, checked VAV boxes, ok; WD-40 odor in children's area, found hot water valve actuator leaking hydraulic fluid, cleaned up fluid, replaced actuator @ VAV 1	\$2,180.20

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
32133	287	QUILL CORPORATION	4/8/2013	Rubber cement, washable markers, foam wrist rests, binder clips, pens, clear desk protector	\$40.49
32134	288	RACHAEL CAVINDER	4/8/2013	Mileage 2/14-3/21/13: Management Meeting, Book Sales Meeting, Children's Counterparts Meeting	\$102.83
32135	289	RAYANN GILMORE	4/8/2013	Mileage 3/12-4/3/13: HealthCare Seminar, Bank Deposits, Post Office, Management Meeting, pickup cleaning supplies, Financial Counterparts Meeting	\$94.36
32136	290	ROTARY CLUB of RENSSSLAE	4/8/2013	Jan & Feb dues & meals	\$88.00
32137	291	SIMPLEXGRINNELL	4/8/2013	DeM, Rens, & Wh: Annual Fire Alarm Test & Inspection	\$2,288.00
32138	292	TEAM SOFTWARE SOLUTION	4/8/2013	Public Web browser Version 2 annual renewal	\$125.00
32139	293	THE TIMES	4/8/2013	Rens: 1 yr newspaper subscription	\$221.00
32140	294	TOWN OF DEMOTTE	4/8/2013	DeM: sewer- March	\$71.90
32141	295	TOWN OF WHEATFIELD	4/8/2013	Wh: sewer- April	\$56.65
32142	296	UPSTART	4/8/2013	Summer Reading Supplies	\$1,014.87
32143	297	VISION SERVICE PLAN- (IN)	4/8/2013	Vision Ins. Premiums- April, 17 employees	\$182.06
32144	298	WALL STREET JOURNAL	4/8/2013	DeM; 2yr newspaper subscription	\$796.80
32145	299	WAL-MART COMMUNITY/GEC	4/8/2013	External hard drive, poster paint, Easter Storytime supplies, Afterschool Program supplies, Mad Hatter program supplies, wipes, calculators, DVDs, CDs, batteries, labeler refill, Meeting Room supplies,	\$1,956.25
32146	300	WASTE MANAGEMENT	4/8/2013	DeM: Trash Pick-up, April	\$69.30
32147	301	BUSINESS CARD	4/8/2013	Children's Counterparts expenses, clorox wipes, lysol spray, furniture polish, 1909 Indiana Map for Indiana Room @ DeM., Financial Counterparts expenses, Virtual CD v10 license, B2B expenses, Adult Winter Read supplies, Management Meeting expenses, DVDs, Digipalooza registration	\$1,338.69
32148	302	CENTURYLINK	4/8/2013	Rens: Local Phone & Fax- April	\$119.27
32149	303	CENTURYLINK	4/8/2013	Long Distance Phone Service- March 2013	\$17.00
32150	304	DAVIS WATER SERVICES, INC	4/8/2013	Dem: Tanin Unit Rental- Jan, Feb, Mar 2013; Rust Buster salt, Solar salt	\$354.00
32151	305	DEMCO	4/8/2013	Magazine covers, 'Library Use Only' labels, Post-it flags, Book supports,	\$166.91
32152	306	EMILY DURAN	4/8/2013	Mileage 4/4/13: AV Shopping	\$24.86
32153	307	HP PRODUCTS	4/8/2013	Vacuum belt, toilet bowl cleaner, trash bags, hand sanitizer, disinfectant	\$343.91
32154	308	INDIANA DEPT. OF WORKFOR	4/8/2013	1st Quarter 2013 Unemployment Compensation Pymt	\$2,010.28
32155	309	NIPSCO	4/8/2013	DeM: Gas & Electric March	\$2,945.14
32156	310	SIMPLEXGRINNELL	4/8/2013	Rens: replaced set of 12v 6.2 batteries in the fire alarm panel	\$384.24
32157	311	UNIQUE MANAGEMENT SERVI	4/8/2013	Collections: Initial/Secondary Placements- March	\$214.80

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
Total Amount of Claims					\$51,397.05

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, April 08, 2013

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$51,397.05

Date this 8th day of April, 20 13.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

MAY

**Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, May 13, 2013, 6pm
Rensselaer Public Library**

Executive Session: To discuss an employee job performance evaluation
(IC 5-14-1.5-6.1).

Opening of Meeting

Moment of Silence

Approval of Consent Agenda & Consent Agenda Items

Action

Minutes of April Board Meeting
Bills/Financial Reports
Salary Ordinance Update (R 7)

General Business

Affordable Care Act, Agent Overview (R 12)
Rensselaer Library- Re-roof Project (R 12)
Director Salary 2014 (R 12)

Information
Information
Action

Director's Report (R 12-R 14)

Information

Items for Future Agendas

Public Forum

Adjournment

To inform, enrich, and empower our diverse community.

MINUTES

Jasper County Public Library Board of Trustees
6:00 PM

April 8, 2013
DeMotte Library

Present: Timothy Schultz, Janet Umlauf, Janelle Harper, Natalie Waling, Deana George, Patricia Stringfellow, Rayann Gilmore, Brenda Thompson, Evie Bristol

Absent: Mari Anne Sayler, Jody Melton

Agenda & Consent Agenda Approval: The Agenda and Consent Agenda Items were amended to include the Salary Ordinance Update on a motion by J. Umlauf, seconded by D. George. Motion passed. The Agenda and Consent Agenda items that included the March Board Meeting Minutes, bills/financial reports, Personnel Policy as presented, Advance Tax Draw, Salary Ordinance Update, and a workshop request to send Becky Amalong, Brenda Thompson, & Linda Poortenga to Digipalooza were approved on a motion by J. Umlauf, and seconded by J. Harper. Motion passed.

DeMotte Library Annual Report: Brenda Thompson reported that they are focusing on computer classes. The library is getting more phone calls, requests for one on one sessions, and new students in classes. She had added an e-book download class and Gadgets class. Seniors that have been coming to the classes have even purchased e-readers and laptops! DeMotte Library has also been working on providing at least one Genealogy class a year and adding to their collection. M. Beedle was able to find a large, framed Indiana Map that shows the old towns, railroads, and rivers to replace a map in the Indiana Room that was beginning to fall apart. The Friends Group purchased this for the Library. Staff has also been working on displays in the library. Books to Bridge the Region has chosen 2 books for this year; Ashfall by Mike Mullen and I Survived Hurricane Katrina, 2005 by Lauren Tarshis. The Northwest Indiana Literacy Coalition is having a hard time finding someone to take over the "Time Out for Reading" event this year, so they may not be participating in Books to Bridge, which might mean no red noses and no big kickoff event. The Books to Bridge group has been working on backup plans for this. Brenda also shared that she has been relocating collections within the library so that their large print collection can grow. The walking book program is growing and there is a need for more large print books.

Evie Bristol reported that they had a successful Summer Reading Program last year with 180 kids in the younger age group and 100 kids in the YA age group participating. She has started some new programs this year including a First Friday Story Time for those with special needs or developmental disabilities. Currently there are 2 people who attend regularly and she is hoping that this program will grow. Spring Festival is coming up. Last year there were about 240 in attendance. The Playaway Views will be introduced at the Spring Festival with all 3 branches introducing them during National Library Week! A new Children's Assistant was hired 6 months ago who has good ideas and is eager. A Block Party was set up through the Purdue Extension Office with 20 kids attending. They have been shifting things in the YA Room to create more space for YA Fiction. Evie also shared photos from many of the programs and of the changes to the YA Room.

Building Insurance: P. Stringfellow explained that the Library invited quotes from five agents. Two agents did not send anything to us. One agent responded that they could not submit a proposal because the companies that their agency uses had submissions from another agency. Another agent only quoted the Workman's Comp portion of the package indicating that they could not provide a quote for the remainder of our needs due to age and ISO Protection Class of

DeMotte Library and the fact that their premiums would likely not be competitive. Our current agent, Consolidated, Inc. provided two quotes: one from Indiana Insurance for a total cost of \$34,275 and one from EMC Downey for a total cost of \$23,969. In 2012 our premium was \$22,906. P. Stringfellow recommended that the Board choose the coverage from EMC Downey as it is the lesser quote and provides the coverage that we need. We did budget an amount sufficient to cover this new premium amount in 2013. P. Stringfellow had invited our agent to the board meeting to be available to answer questions, but he was unable to attend due to a prior commitment. The Board discussed the quotes and the possibility of discussing the coverage with the Library's agent at a future meeting. P. Stringfellow will invite our agent to the next Board Meeting to answer review coverage and answer any questions the Board may have. T. Schultz moved to accept the EMC Downey proposal, seconded by J. Harper. Motion passed.

DeMotte Library (Long Range Plan Action): Our Long Range Plan states: "In 2013, the Library Board, in collaboration with Director and staff, will determine a long range plan for the DeMotte Library, specifically considering reorientation/renovation of existing facility or building a new facility." P. Stringfellow shared a little history of the Library's Capital Projects Fund and the DeMotte Library Building, including improvements that have been made in the past eight years: carpet, roof, boilers, replacement windows, and new concrete stairs in the front. Staff has expressed concern with the parking area on the west side of the building and the slope to get in and out of it, especially in the winter. She also shared that the parking area that the Library uses on the east side of the building is leased from the school. That lease will expire in 2016. There was a discussion about how the parking lot slope is a challenge in winter weather. Moving the main entrance of the building to the east side was brought up as a possibility that would need some further guidance from an architect. P. Stringfellow explained that the process for borrowing money for building projects has changed since the Wheatfield branch was built and would require a referendum. Libraries are experiencing reduced revenue in this present economy, and the call is for smaller government. Library building projects are not occurring at the rate they once did. T. Schultz shared some of the reasons that the Wheatfield branch was built, namely huge population growth, growth that is not occurring at this time. B. Thompson and E. Bristol explained some of the challenges that our current building brings. After much discussion, the Board decided to table this issue until 2015, the year prior to when the parking lot lease would need to be re-negotiated.

Director Review: P. Stringfellow passed out packets to each Board member containing her self evaluation and an evaluation form for the Board member to complete. The evaluations needs to be mailed to the chairperson, T. Schultz, by April 15. The committee will meet and prepare a written evaluation before the May meeting. At the May meeting the evaluation will be discussed by the whole Board and then presented to P. Stringfellow in the executive session. J. Harper and D. George also serve on this committee.

Director's Reports: P. Stringfellow reported that Steinke Funeral Home, located next door to the Rensselaer Library, will be renovating this summer.

We received word that the Jasper Foundation has authorized a \$250 payout from our Jasper County Public Library Fund. The check has been received and deposited into the Gift Fund.

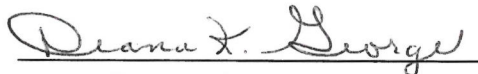
We have sought and received permission from Rensselaer Central School Corporation to digitize our collection of Rensselaer High School yearbooks. We will scan them for archival purposes. If

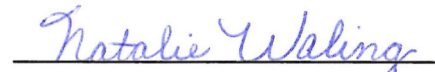
the originals were ever lost or destroyed, we would very likely not be able to replace them. We are pleased that the school supported our idea.

A patron came in to express his thanks to the staff responsible for posts on the JCPL Facebook page. He appreciates the posts, and the efforts put forth by staff to make our page enjoyable and informative. He said it prompted him to come in and renew his library card after a long period of being a non-user.

Items for Future Agendas: P. Stringfellow will invite our insurance agent to the next Board Meeting.

Adjournment: With no further matters for discussion N. Waling adjourned the meeting at 7:55 PM.


Deana George, Secretary


Attest: N. Waling, President

CIRCULATION BY HOLDINGS CODE

April 2013

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	5	0	0	5
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJBPF)	0	0	0	0
Award Winning fiction (DAWFIC)	10	2	4	16
Award Winning non-fiction (DAWN)	0	0	0	0
Award Winner YAFIC (DAYAF)	1	0	0	1
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	42	1	1	44
Blu-Ray (DBR)	97	0	1	98
Books on CD (DBKCD)	145	5	3	153
Books on Tape (DBKT)	0	0	0	0
Compact Disc (DCD)	383	8	2	393
Digital Audiobooks (DDA)	30	0	2	32
DVD (DDVD)	1681	21	5	1707
Equipment (DEQP)	71	0	0	71
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	41	0	0	41
Fiction (DFIC)	742	24	14	780
Fiction Fantasy (DFICF)	8	0	0	8
Fiction Mystery (DFICM)	142	12	2	156
Fiction New (DFICNEW)	389	18	5	412
Fiction Science Fiction (DFICSF)	4	0	0	4
Fiction Western (DFICW)	22	0	0	22
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	53	0	5	58
Hanging Bags (DHANG)	21	1	1	23
ILL (DILL)	59	0	0	59
Internet (DINTER)	1104	0	0	1104
Juv. Audio book (DJAUDB)	12	2	0	14
Juv. Biography (DJBIO)	41	5	0	46
Juv. Book on CD (DJBKCD)	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	16	0	0	16
Juvenile Easy (DJE)	519	36	7	562
Juv. Easy Non-fiction (DJENF)	67	16	0	83
Juv. Easy Reader (DJER)	326	6	5	337
Juv. Fiction (DJFIC)	336	8	10	354
Juv. Holiday books (DJHOL)	26	4	0	30
Juv. Magazine (DJMAG)	43	0	0	43
Juv. Music Cassette (DJMC)	0	0	0	0
Juv. Nonfiction (DJNF)	454	54	6	514
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	2	0	0	2
Juv. Toddler (DJTOD)	92	1	1	94

Large Print Fiction (DLPF)	167	5	2	174
Large Print Nonfic (DLPNF)	7	0	2	9
Magazine (DMAG)	586	14	2	602
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	10	2	0	12
Nonfiction 100 (DNF100)	23	1	0	24
Nonfiction 200 (DNF200)	26	1	0	27
Nonfiction 300 (DNF300)	49	2	2	53
Nonfiction 400 (DNF400)	3	0	1	4
Nonfiction 500 (DNF500)	24	1	0	25
Nonfiction 600 (DNF600)	145	10	7	162
Nonfiction 700 (DNF700)	60	4	3	67
Nonfiction 800 (DNF800)	11	2	1	14
Nonfiction 900 (DNF900)	59	8	6	73
Nonfiction Blu-Ray (DNFBR)	2	0	0	2
Nonfiction DVD (DNFDVD)	73	5	3	81
Nonfiction (DNFIC)	0	0	1	1
Nonfiction New (DNFNEW)	108	5	6	119
Nonfiction VHS (DNFVHS)	3	0	0	3
Oversize (DOVER)	1	0	0	1
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	1	0	0	1
Reference (DREF)	0	0	0	0
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	18	0	0	18
Software (DSWAR)	17	0	3	20
Vertical File (DVF)	0	0	0	0
VHS (DVHS)	53	0	0	53
YA Audio book (DYAUDB)	6	0	0	6
YA Biography (DYAB)	2	1	0	3
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	144	9	8	161
YA Music CD (DYACD)	2	0	0	2
YA Nonfiction (DYANF)	2	0	1	3
YA Paperback Fic (DYAPBF)	0	0	0	0
Storage (DZSTO)	17	1	0	18
Award Winner JBIO (RAJBIO)	0	0	0	0
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	3	37	4	44
Blu-Ray (RBR)	0	114	0	114
Books on CD (RBKCD)	2	173	1	176
Books on Tape (RBKT)	0	0	0	0
Compact Disc (RCD)	23	291	3	317
Digital Audiobooks (RDA)	2	35	2	39
DVD (RDVD)	8	3137	21	3166
Equipment (REQP)	0	54	0	54
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	33	0	33
Fiction (RFIC)	37	672	14	723
Fiction New (RFICNEW)	22	431	6	459

Genealogy (RGENE)	0	0	0	0
Genealogy Mag (RGMAG)	0	0	0	0
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	0	168	9	177
Hanging Bag (RHANG)	0	23	0	23
ILL (RILL)	1	73	0	74
Internet (RINTER)	0	1704	0	1704
Juv. Audio book (RJAUDB)	0	7	0	7
Juv. Biography (RJBIO)	0	49	0	49
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	0	20	0	20
Juvenile Easy (RJE)	28	691	5	724
Juv. Easy Non-fiction (RJENF)	2	79	0	81
Juv. Easy Reader (RJER)	10	283	1	294
Juv. Fiction (RJFIC)	12	695	22	729
Juv. Magazine (RJMAG)	0	52	1	53
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	9	505	1	515
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	0	0	0
Juv. Reference (RJREF)	0	1	0	1
Juv. Toddler (RJ TOD)	4	147	0	151
Large Print Fiction (RLPF)	17	231	1	249
Large Print Nonfic (RLPNF)	0	14	0	14
Magazine (RMAG)	5	517	0	522
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	2	9	0	11
Non-Fiction 100 (RNF100)	2	19	0	21
Non-Fiction 200 (RNF200)	3	38	0	41
Non-Fiction 300 (RNF300)	7	51	2	60
Non-Fiction 400 (RNF400)	0	11	0	11
Non-Fiction 500 (RNF500)	2	60	0	62
Non-Fiction 600 (RNF600)	17	312	6	335
Non-Fiction 700 (RNF700)	4	69	0	73
Non-Fiction 800 (RNF800)	2	14	0	16
Non-Fiction 900 (RNF900)	6	88	5	99
Nonfiction Blu-Ray (RNFB R)	0	8	0	8
Nonfiction DVD (RNFDVD)	3	153	6	162
Nonfiction (RNFIC)	2	38	4	44
Nonfiction new (RNFNEW)	15	218	5	238
Nonfiction VHS (RNFVHS)	0	1	0	1
Oversize (ROVER)	0	4	0	4
Professional Coll. (RPRO)	0	3	0	3
Reference (REF)	0	0	0	0
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	9	0	9
Software (RSWAR)	0	58	0	58
Vertical File (RVF)	0	1	0	1
VHS (RVHS)	0	2	0	2
YA Audio book (RYAUDB)	0	11	0	11
YA Biography (RYAB)	0	3	0	3

YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	16	124	7	147
YA Music CD (RYACD)	10	188	5	203
YA Nonfiction (RYANF)	1	24	0	25
YA Paperback Fic (RYAPBF)	0	0	0	0
Storage (RZSTO)	0	3	0	3
Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	4	3	8	15
Blu-Ray (WBR)	0	1	199	200
Books on CD (WBKCD)	26	11	166	203
Books on Tape (WBKT)	0	0	0	0
Compact Disc (WCD)	42	13	301	356
Digital Audiobooks (WDA)	0	1	14	15
DVD (WDVD)	22	26	2040	2088
Equipment (WEQP)	0	0	25	25
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	23	23
Fiction (WFIC)	44	40	401	485
Fiction Fantasy (WFICF)	1	0	4	5
Fiction Mystery (WFICM)	9	5	50	64
Fiction New (WFICNEW)	24	25	265	314
Fiction Science Fiction (WFICSF)	0	0	16	16
Fiction Western (WFICW)	0	0	28	28
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	0	1	18	19
Hanging Bags (WHANG)	1	1	26	28
ILL (WILL)	1	0	43	44
Internet (WINTER)	0	0	781	781
Juv. Audio book (WJAUDB)	0	0	18	18
Juv. Biography (WJBIO)	0	1	4	5
Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	1	1
Juv. Compact Disc (WJCD)	5	0	17	22
Juvenile Easy (WJE)	10	42	371	423
Juv. Easy Non-fiction (WJENF)	2	8	44	54
Juv. Easy Reader (WJER)	6	4	237	247
Juv. Fiction (WJFIC)	12	18	281	311
Juv. Magazine (WJMAG)	0	0	30	30
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	15	43	296	354
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	0	0
Juv. Toddler (WJTOD)	2	6	126	134
Large Print Fiction (WLPF)	22	8	80	110
Large Print Nonfic (WLPNF)	1	2	22	25
Magazine (WMAG)	38	0	351	389
Non-Fiction 000 (WNF000)	0	0	7	7
Non-Fiction 100 (WNF100)	0	0	20	20
Non-Fiction 200 (WNF200)	2	10	12	24
Non-Fiction 300 (WNF300)	3	1	18	22
Non-Fiction 400 (WNF400)	0	0	8	8

Non-Fiction 500 (WNF500)	0	0	12	12
Non-Fiction 600 (WNF600)	18	5	97	120
Non-Fiction 700 (WNF700)	3	0	18	21
Non-Fiction 800 (WNF800)	0	0	8	8
Non-Fiction 900 (WNF900)	4	0	29	33
Nonfiction Blu-Ray (WNFBR)	0	0	0	0
Nonfiction DVD (WNFDVD)	4	4	141	149
Nonfiction (WNFIC)	0	1	0	1
Nonfiction New (WNFNEW)	24	4	99	127
Nonfiction VHS (WNFVHS)	0	0	0	0
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	1	0	9	10
Software (WSWAR)	0	0	22	22
Vertical File (WVF)	0	0	2	2
VHS (WVHS)	0	0	5	5
YA Audio book (WYAUDB)	0	0	7	7
YA Biography (WYAB)	1	1	2	4
YA Books on CD (WYABKCD)	0	0	6	6
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	18	24	180	222
YA Music CD (WYACD)	0	0	0	0
YA Nonfiction (WYANF)	1	0	11	12
YA Paperback Fic (WYAPBF)	0	0	0	0
Storage (WZSTO)	0	0	0	0
TOTAL	9246	12359	7252	28857

CIRCULATION BY HOLDINGS CODE
April 2013

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	5	0	0	5
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	10	2	4	16
Award Winning non-fiction (AWNFI)	0	0	0	0
Award Winner YAFIC (AYAF)	1	0	0	1
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	49	41	13	103
Blu-Ray (BR)	99	123	200	422
Books on CD (BKCD)	173	189	170	532
Books on Tape (BKT)	0	0	0	0
Compact Disc (CD)	448	312	306	1066
Digital Audiobooks (DA)	32	36	18	86
DVD (DVD)	1711	3184	2066	6961
Equipment (EQP)	71	54	25	150
See librarian (ERR)	0	0	0	0

Express Book (EXP)	41	33	23	97
Fiction (FIC)	823	736	429	1988
Fiction Fantasy (FICF)	9	0	4	13
Fiction Mystery (FICM)	151	17	52	220
Fiction New (FICNEW)	435	474	276	1185
Fiction Science Fiction (FICSF)	4	0	16	20
Fiction Western (FICW)	22	0	28	50
Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	53	169	32	254
Hanging Bags (HANG)	22	25	27	74
ILL (ILL)	61	73	43	177
Internet (INTR)	1104	1704	781	3589
Juv. Audio book (JAUDB)	12	9	18	39
Juv. Biography (JBIO)	41	55	4	100
Juv. Book on CD (JBOD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	1	1
Juv. Compact Disc (JCD)	21	20	17	58
Juvenile Easy (JE)	557	769	383	1709
Juv. Easy Non-Fiction (JENF)	71	103	44	218
Juv. Easy Reader (JER)	342	293	243	878
Juv. Fiction (JFIC)	360	721	313	1394
Juv. Holiday (JHOL)	26	4	0	30
Juv. Magazine (JMAG)	43	52	31	126
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	478	602	303	1383
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	0	0	0
Juv. Reference (JREF)	2	1	0	3
Juv. Toddler (JTOD)	98	154	127	379
Large Print Fiction (LPF)	206	244	83	533
Large Print Nonfic (LPNF)	8	16	24	48
Magazine (MAG)	629	531	353	1513
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	12	11	7	30
Non-Fiction 100 (NF100)	25	20	20	65
Non-Fiction 200 (NF200)	31	49	12	92
Non-Fiction 300 (NF300)	59	54	22	135
Non-Fiction 400 (NF400)	3	11	9	23
Non-Fiction 500 (NF500)	26	61	12	99
Non-Fiction 600 (NF600)	180	327	110	617
Non-Fiction 700 (NF700)	67	73	21	161
Non-Fiction 800 (NF800)	13	16	9	38
Non-Fiction 900 (NF900)	69	96	40	205
Non-Fiction Blu-Ray (NFBR)	0	0	0	0
Non-Fiction DVD (NFDVD)	80	162	150	392
Nonfiction (NFIC)	2	39	5	46
Nonfiction New (NFNEW)	147	227	110	484
Nonfiction VHS (NFVH)	3	1	0	4
Oversize (OVER)	1	4	0	5
Professional Coll. (PROF)	0	3	0	3
Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	1	0	0	1

Reference (REF)	69	71	53	193
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	19	9	9	37
Software (SWAR)	17	58	25	100
Vertical File (VF)	0	4	2	6
VHS	53	2	5	60
YA Audio book (YAUDB)	6	11	7	24
YA Biography (YAB)	3	5	2	10
YA Books on CD (YABKCD)	0	0	6	6
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	178	157	195	530
YA Music CD (YACD)	12	188	5	205
YA Nonfiction (YANF)	4	24	12	40
YA Paperback Fic (YAPBF)	0	0	0	0
Storage (ZSTO)	17	4	0	21
				0
Free reads	512	349	68	929
Games/Puzzles	3	42	0	45
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	9830	12824	7373	30027

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	2220	1857	979	5056
Nonfiction	841	1201	519	2561
CHILDREN'S BOOKS				
Fiction	1372	1939	1070	4381
Nonfiction	619	765	351	1735
YA BOOKS				
Fiction	232	326	227	785
Nonfiction	7	29	14	50
Magazines, Adult	629	531	353	1513
Magazines, Children	43	52	31	126
Sound Recordings, adult	659	548	507	1714
Sound Recordings, ch	67	242	68	377
Online databases	0	0	0	0
Software	17	58	25	100
Vertical file	0	4	2	6
VHS/DVD/Blu-Ray	1946	3472	2421	7839
Equipment	71	54	25	150
Total	8723	11078	6592	26393
A-V Circulation	2689	4320	3021	10030
A-V Circulation as % of total	30.8%	39.0%	45.8%	38.0%

DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION	
Start of Month	End of Month	Start of Month	End of Month	Start of Month	End of Month
Volumes	Volumes	Volumes	Volumes	Volumes	Volumes
XX					
22,543	22,658	13,164	13,203	14,197	14,304
19,287	19,324	20,943	21,085	9,983	9,981
					ADULT BOOKS
					Fiction
					Nonfiction
					CHILDREN'S BKS
14,319	14,366	12,726	12,385	10,827	10,846
8,319	8,016	6,465	6,453	5,728	5,734
					Fiction
					Nonfiction
					YA BOOKS
2,025	2,044	2,878	2,894	2,387	2,404
562	565	771	774	133	131
					Fiction
					Nonfiction
					0 Magazines,Adult
					0 Magazines, Child
0	0	20	20	0	0 Games, Toys
3,320	3,358	3,839	3,876	3,905	3,929
758	760	573	577	805	806
18	18	29	29	7	Online Databases
373	373	361	361	179	Software
0	0			4	Vertical Files
4,362	4,417	6,623	6,724	3,711	3,708
118	118	142	142	57	VHS/DVD/Blu-ray
76,004	76,017	68,534	68,523	51,923	57
					Equipment
					TOTAL
XX					

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

R5

April 2013

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
		Hrs.		Hrs.		Hrs.		
INTRALIBRARY LOANS FILLED	206	45	247	54	388	84	841	182
LOCAL HISTORY								
In person	5	1	3	1	4	1	12	3
Letters written	0	0	7	7	0	0	7	7
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use-Wired	1104	46	1704	71	781	33	3589	150
Internet use-Wireless	445		743		345		1533	
Computer software used	305	25	165	14	133	11	603	50
VCR Use	0	0	0	0	0	0	0	0
Microforms	2	0	23	3	0	0	25	3
CD ROM/Online databases	241	20	241	20	131	11	613	51
Typewriter use	1	0	0	0	0	0	1	0
Other equipment used	0	0	2	1	0	0	2	1
OTHER LIBRARY SERVICES USED								
Outreach activities	29	29	5	3	0	0	34	23
Notarized documents	10	3	9	2	10	3	29	7
Meeting Room Use (no. of group)	47	16	55	18	27	9	129	43
Study room use	27	2	19	2	44	4	90	8
Proctoring	0	0	1	1	0	0	1	1
Tax Forms distributed	55	1	22	0	51	1	128	1
Pull Requests	0	0	0	0	0	0	0	0
E-books downloaded							411	
IN-HOUSE USE ITEMS	362		516		242		1120	
SELF-CHECKOUT USE	237		712		438		1387	
INTERLIBRARY LOANS								
Requests made for:	76	19	60	15	25	6	161	40
Items rec'd for:	69	35	71	36	53	27	193	97
Items requested by other libraries	0		0		0		0	
Items supplied to other libraries	0	0	0	0	0	0	0	0

REGISTRATIONS

Total Borrowers	8029	8254	4714	20997
Non-resident, paying	1	1	0	2
PLAC card users	0	2	1	3
Reciprocal borrowers	353	508	124	985
Number of New Patrons Added	63	56	35	

PROGRAMS

DeMotte	Rensselaer	Wheatfield	TOTAL	HOURS SPENT
Hrs.	Hrs.	Hrs.		

Programs for all ages	2	12	4	24	0	0	6	36
Children's Programs (0-13)	6	36	15	90	9	54	30	180
Number attending	197		223		239		659	
YA Programs (14-17)	2	12	2	12	1	6	5	30
Number attending	184		54		4		242	
Adult Programs	4	24	6	36	0	0	10	60
Number attending	149		193		127		469	
Senior Citizen Programs	6	36	6	36	3	18	15	90
Number attending	85		79		13		177	
Total Number of Programs	20	120	33	198	13	78	66	396
Total Persons Attending	615		549		383		1547	
Total Attending Same Month Last Yr.	621		384		434		1439	
Total Staff Hours Spent		361		445		266	1072	1062
Total Number of In-House Program	15		30		9		54	
Total Attendance	326		381		111		818	
Total Number of Outreach Program	5		3		4		12	
Total Attendance	289		168		272		729	

CIRCULATION BY PATRON CODE

PATRONS	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	6294	72.7%	7273	65.8%	4627	70.8%	18194	69.3%
Corporate	14	0.2%	46	0.4%	0	0.0%	60	0.2%
Juvenile 0-11	74	0.9%	319	2.9%	73	1.1%	466	1.8%
Juvenile-AV	1167	13.5%	1506	13.6%	853	13.0%	3526	13.4%
Nonresident No Fee	0	0.0%	9	0.1%	21	0.3%	30	0.1%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Adult	381	4.4%	361	3.3%	77	1.2%	819	3.1%
Reciprocal Juvenile	6	0.1%	15	0.1%	0	0.0%	21	0.1%
Reciprocal Juvenile AV	2	0.0%	13	0.1%	0	0.0%	15	0.1%
Reciprocal YA	0	0.0%	32	0.3%	0	0.0%	32	0.1%
Reciprocal YA AV	8	0.1%	8	0.1%	0	0.0%	16	0.1%
School	0	0.0%	15	0.1%	0	0.0%	15	0.1%
School AV	9	0.1%	10	0.1%	0	0.0%	19	0.1%
St. Joseph College	0	0.0%	57	0.5%	0	0.0%	57	0.2%
Staff	448	5.2%	1031	9.3%	498	7.6%	1977	7.5%
Walking books	50	0.6%	46	0.4%	0	0.0%	96	0.4%
YA 12-17	24	0.3%	56	0.5%	26	0.4%	106	3.0%
YA-AV	180	2.1%	249	2.3%	364	5.6%	793	3.0%
Total	8657		11046		6539		26242	
 All items borrowed by nonresidents	 406	 4.7%	 520	 4.7%	 98	 1.5%	 1024	 3.9%

**Salary Ordinance 2013
Updated 5/13/13**

Name	Classification	Hrly Wage	Start Date	Hrs Worked	Library
Donna Barko	HR Specialist III	\$15.39	5/1/13	32	R
Rachel Kuhn	Library Specialist I	\$12.47	5/16/13	35	R

Donna Barko has been promoted to HR Specialist, replacing Sue Tobias who resigned. Rachel Kuhn has been promoted to Library Specialist I, replacing Donna Barko, who has a new position.

We have examined and approved the changes to the 2013 Jasper County Public Library Salary Ordinance. Dated 5/13/13.

<u>Deana K. George</u>	<u>Timothy M. Schuch</u>
<u>Mari Anne Layle</u>	<u>Debra L. Harper</u>
<u>Jody Melter</u>	
<u>Natalie A. Whiting</u>	

Director's Report April 2013

Consent Agenda

You will be approving the minutes of the April board meeting, bills, and financial reports.

2013 Salary Ordinance: There are updates to the salary ordinance this month. Please see R 7. **If you approve the Consent Agenda, you will approve the Salary Ordinance Update as presented.**

General Business

Affordable Care Act, Agent Overview: I have invited Deb Johnson from R. E. Sutton Associates (our agent for health insurance) to attend and provide an overview of the Affordable Care Act as it relates to us. Time will be allowed for question/answer.

Rensselaer Library Re-roof Project: It is time to begin a discussion about re-roofing the Rensselaer Library. At our May meeting I would like to discuss project estimates and a possible timeline.

Director Salary 2014: As per Board and Administration Monthly Tasks, Director salary for 2014 is determined in open session.

Director's Report

There are no policies to review this month.

We received our first spring tax check, in response to our Advance Tax Draw request. We expect to receive the remainder of our spring draw in late June, but it is wonderful to refill the coffers with this money that has arrived early.

We received a confirmation from the State Library that we are in compliance with Indiana Public Library Standards based on the information we provided in our 2012 Annual Report. We expected to be deemed 'in compliance', but it is nice to receive a written confirmation. This confirmation is on file in the Business Office.

The Indiana State Library, Department of Local and Government Finance, and the State Board of Accounts will hold a 2013 Budget Workshop on June 5 at the Indiana State Library. At this time Rayann and I are registered to attend, and I would like to invite any interested Board members to join us. The Budget Workshop is for public library directors, business managers, bookkeepers, treasurers, and library trustees and includes presentations on federal and state legislative actions and financial/budgetary changes that will be helpful in the budgetary planning process. Representatives of the State Board of Accounts, Department of Local Government Finance, and the Indiana

To inform, enrich, and empower our diverse community.

State Library will review the changes and share new information. If any of you are interested in attending, please let me know.

For National Library Week we celebrated with a coloring contest for children and daily prize drawings for randomly selected patrons. The Marketing Committee did a great job preparing for this celebratory week that promoted libraries across the country.

Each library held a Playaway View Demo Day during or around National Library Week and Views were launched during National Library Week. A company representative was onsite at each location handing out free ear buds and introducing our patrons to our newest format. One small boy deemed them 'cool'. We agree!

Our building insurance agent, Stace Pickering, will attend our June meeting to provide introductory information about our new carrier and answer any questions you may have about our building insurance.

We will begin some much needed painting in the Rensselaer Library. We will continue with the color scheme that is in place in the library foyer. Walls are dirty and the east wall was damaged by rain water which necessitated a removal of wall paper and repaint. This project will take some time to complete, but we will start with trouble spots and proceed as budget will allow.

We mulched the landscaped areas at each library this month which really brightens things up and will hopefully help with weed control. It really does freshen up the property when we do this.

Wheatfield Library News

Rachael set up a table at kindergarten registration, passing out a Going to School brochure from the library and passing out coloring sheets for a contest. This is a wonderful outreach opportunity for those just entering school and their parents.

Diana has been working on weeding the adult 800s collection and working with staff on the arrangement of their local history collection. This month's book discussions featured We Bought a Zoo for adults and The Maze Runner for teens. The movie of the month was 'Lincoln' which drew a modest sized, pleasant group.

System Administrator News

This month Sheila updated the mobile lab laptops and continued preparing old pcs for sale. She also uploaded and removed various items to and from the intranet and created two new self-service documents. 15 Service Requests opened and 16 closed.

TLC moved our virtual server to new hardware when they discovered an issue with the hardware.

Technical Services News

Becky has been busy cataloging items from our most recent AV Shopping trip.

She viewed an online webinar about LS2PAC as we anticipate an upcoming upgrade. She has encouraged managing librarians to also view it as they would be able to ask pertinent questions. The look of the new version is different, so having a look in advance will be helpful. Other staff will be trained with video and handouts provided by TLC.

DeMotte Library News

April featured DeMotte's annual spring festival which was a hit with families. Staff also helped with the Middle School's Reality Store, working the 'charity' table, speaking with the students about the importance of supporting causes and organizations that are important to them.

Plans for school visits in May to promote Summer Reading were fleshed out this month. Afternoon Adventure Club featured a Poetry Party while the family movie was 'Life of Pi'. Preschool visits, lap sit sessions, and First Friday story time were also on the roster for April.

Rensselaer Library News

Donna represented the library at the Brookside Park Earth Day festivities. Mother Nature (Rensselaer Page, Nancy) even made an appearance and read stories to the children.

The Stuffed Animal Sleepover was the talk of the library and garnered much interest from the Facebook crowd. Children were invited to drop off their favorite furry critter on Friday afternoon (permission slips required for each animal), and then the animals stayed overnight in the library. Jamie and Nancy documented animal antics in photographs which the children were given when they collected their animals Saturday morning. Those crazy animals played cards, watched movies, ate popcorn and candy, and raided the staff refrigerator. It really was a unique way to interact with children who had great fun imagining animal antics. One little patron named Nora made a welcome home sign for her animal's return.

Please contact me if you are unable to attend the May board meeting or if you have any questions about material in your packet.-Patty

JCPL FINANCIAL STATEMENT

April 30, 2013

	<u>Beginning 2013 Balance</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Ending Balance</u>
Operating Fund	\$591,983.31	\$156,579.52	\$640,983.83	\$127,417.98	\$310,660.99	\$261,660.47
Public Library Access Card Fund	\$0.00	\$0.00	\$0.00	\$50.00	\$50.00	\$50.00
Gift Fund	\$9,202.35	\$1,491.44	\$3,439.28	\$3,480.00	\$7,921.78	\$13,684.85
DeMotte	\$2,130.22	\$975.12	\$1,608.79	\$25.00	\$2,194.66	\$2,716.09
Rensselaer	\$4,970.25	\$301.24	\$908.10	\$3,455.00	\$4,313.70	\$8,375.85
Wheatfield	\$2,101.88	\$215.08	\$922.39	\$0.00	\$1,413.42	\$2,592.91
Library Improvement Reserve Fund	\$295,486.61	\$0.00	\$0.00	\$35.22	\$112.94	\$295,599.55
Bond & Interest Redemption Fund	\$192,301.65	\$0.00	\$157,640.00	\$0.00	\$0.00	\$34,661.65
 Rainy Day Fund	 \$304,829.02	 \$0.00	 \$0.00	 \$0.00	 \$0.00	 \$304,829.02
Includes Investments of: \$275,000.00						
State Technology Fund Grant Fund	\$11,472.00	\$1,461.00	\$5,817.87	\$0.00	\$0.00	\$5,654.13
Capital Projects Fund	\$1,251,180.16	\$0.00	\$0.00	\$3.12	\$12.77	\$1,251,192.93
Includes Investments of: \$1,225,000.00						
Host/Hospitality Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levy Excess Fund	\$15,295.30	\$0.00	\$15,295.30	\$0.00	\$0.00	\$0.00
Sales Tax	\$71.40	\$0.00	\$72.28	\$28.69	\$66.25	\$65.37
Construction Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00
Insurance Refund Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$7,509.90	\$32,892.43	\$7,509.90	\$32,892.43	\$0.00
FICA Tax Collected	\$0.00	\$6,858.35	\$28,657.59	\$6,858.35	\$28,657.59	\$0.00
State Tax Collected	\$3,474.60	\$3,133.32	\$13,695.28	\$3,162.37	\$13,383.00	\$3,162.32
County Tax Collected	\$2,652.08	\$2,483.29	\$10,676.50	\$2,509.95	\$10,534.42	\$2,510.00
Deferred Comp.	\$0.00	\$3,072.40	\$12,167.20	\$3,072.40	\$12,167.20	\$0.00
#125 Pre-tax Plan	\$0.00	\$3,093.18	\$13,004.07	\$3,093.20	\$13,004.12	\$0.05
Employee Life Insur.	\$0.00	\$135.16	\$550.64	\$135.16	\$550.64	\$0.00
Employee INPRS	\$0.00	\$2,570.76	\$10,538.46	\$2,570.76	\$10,538.47	\$0.01
Garnishments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Credit Union	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EIC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL ALL FUNDS.....	\$2,678,218.48	\$188,388.32	\$945,430.73	\$159,927.10	\$440,552.60	\$2,173,340.35

Bank Balances**Jasper County Public Library****Report as of: 4/30/13**

Bank		
1	Alliance Bank	\$660,047.21
2	Demotte State Bank	\$6,153.66
4	PNC Bank	\$6,869.48
5	Cash On Hand	\$270.00
6	Kentland Bank CD#400043192	\$725,000.00
7		\$0.00
8		\$0.00
9	Kentland Bank CD#400043306	\$500,000.00
10	Kentland Bank CD#400043193	\$275,000.00
Total all banks =		\$2,173,340.35

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Appropriation Report for 100 OPERATING FUND

Jasper County Public Library

Report Date: From 4/1/13 To 4/30/13

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>1. Personal Services</i>							
1.11 SALARY OF LIBRARIAN	\$61,818.00	\$0.00	\$61,818.00	\$5,151.46	\$20,530.44	\$41,287.56	33.2
1.12 SALARY OF ASSISTANTS	\$1,044,764.00	\$0.00	\$1,044,764.00	\$82,305.92	\$347,212.07	\$697,551.93	33.2
1.13 WAGES OF JANITORS	\$67,047.00	\$0.00	\$67,047.00	\$5,287.03	\$19,868.43	\$47,178.57	29.6
1.21 EMPLOYER'S SHARE-FICA	\$89,783.00	\$0.00	\$89,783.00	\$6,858.28	\$28,657.43	\$61,125.57	31.9
1.22 UNEMPLOYMENT COMPENSATION	\$3,329.00	\$0.00	\$3,329.00	\$2,010.28	\$2,251.72	\$1,077.28	67.6
1.23 EMPLOYER'S CONTRIB.- PERF	\$89,783.00	\$0.00	\$89,783.00	\$7,058.82	\$30,059.46	\$59,723.54	33.5
1.24 EMPLOYER'S CONTRIB.- INS.	\$112,764.00	\$0.00	\$112,764.00	\$8,439.44	\$35,741.99	\$77,022.01	31.7
Subtotal	\$1,469,288.00		\$1,469,288.00	\$117,111.23	\$484,321.54	\$984,966.46	33.0
<i>2. Supplies</i>							
2.11 OFFICIAL RECORDS	\$600.00	\$0.00	\$600.00	\$0.00	\$0.00	\$600.00	0.0
2.12 STATIONERY AND PRINTING	\$450.00	\$0.00	\$450.00	\$0.00	\$0.00	\$450.00	0.0
2.13 OTHER OFFICE SUPPLIES	\$8,000.00	\$0.00	\$8,000.00	\$41.02	\$1,869.77	\$6,130.23	23.4
2.21 CLEANING & SANITATION SUPPLIES	\$6,500.00	\$0.00	\$6,500.00	\$883.59	\$1,675.67	\$4,824.33	25.8
2.23 OTHER OPERATING SUPPLIES	\$8,000.00	\$0.00	\$8,000.00	\$427.68	\$2,244.87	\$5,755.13	28.1
2.31 BUILDING MATERIALS & SUPPLIES	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$3.79	\$2,496.21	0.2
2.32 PAINT AND PAINTING SUPPLIES	\$200.00	\$0.00	\$200.00	\$12.78	\$74.77	\$125.23	37.4
2.33 REPAIR PARTS	\$3,000.00	\$0.00	\$3,000.00	\$79.11	\$339.87	\$2,660.13	11.3

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
2.41 LIBRARY SUPPLIES	\$14,790.00	\$0.00	\$14,790.00	\$493.74	\$3,130.75	\$11,659.25	21.2
2.42 MARKETING SUPPLIES	\$50.00	\$0.00	\$50.00	\$0.00	\$0.00	\$50.00	0.0
Subtotal	\$44,090.00		\$44,090.00	\$1,937.92	\$9,339.49	\$34,750.51	21.2
<i>3. Other Services and Charges</i>							
3.13 LEGAL SERVICES	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$306.25	\$4,693.75	6.1
3.14 OTHER PROFESSIONAL SERVICES	\$13,000.00	\$0.00	\$13,000.00	\$366.68	\$1,208.68	\$11,791.32	9.3
3.145 DATABASES & LICENSING SERVICES	\$20,795.00	\$0.00	\$20,795.00	\$30.26	\$1,590.26	\$19,204.74	7.6
3.146 E-BOOKS SERVICES	\$12,300.00	\$0.00	\$12,300.00	\$0.00	\$3,000.00	\$9,300.00	24.4
3.21 TELEPHONE	\$4,200.00	\$0.00	\$4,200.00	\$188.85	\$713.15	\$3,486.85	17.0
3.22 POSTAGE	\$3,200.00	\$0.00	\$3,200.00	\$0.00	\$372.30	\$2,827.70	11.6
3.23 MILEAGE	\$20,000.00	\$0.00	\$20,000.00	\$1,232.00	\$4,411.71	\$15,588.29	22.1
3.24 PROFESSIONAL MEETINGS	\$7,000.00	\$0.00	\$7,000.00	\$772.61	\$1,158.93	\$5,841.07	16.6
3.25 FREIGHT	\$1,500.00	\$0.00	\$1,500.00	\$168.61	\$469.46	\$1,030.54	31.3
3.26 NETWORKING	\$59,540.00	\$0.00	\$59,540.00	\$0.00	\$0.00	\$59,540.00	0.0
3.31 ADVERTISING & PUBLIC NOTICES	\$800.00	\$0.00	\$800.00	\$0.00	\$75.96	\$724.04	9.5
3.33 MARKETING ADVERTISING	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.0
3.41 OFFICIAL BONDS	\$250.00	\$0.00	\$250.00	\$0.00	\$200.00	\$50.00	80.0
3.42 OTHER INSURANCE	\$27,500.00	\$0.00	\$27,500.00	\$0.00	\$2,549.18	\$24,950.82	9.3
3.51 GAS	\$30,000.00	\$0.00	\$30,000.00	\$2,221.05	\$9,617.55	\$20,382.45	32.1
3.52 ELECTRICITY	\$85,000.00	\$0.00	\$85,000.00	\$5,848.17	\$23,882.19	\$61,117.81	28.1
3.53 WATER	\$2,000.00	\$0.00	\$2,000.00	\$184.80	\$539.45	\$1,460.55	27.0
3.54 WASTE DISPOSAL SERVICES	\$5,700.00	\$0.00	\$5,700.00	\$437.08	\$1,733.82	\$3,966.18	30.4
3.61 BUILDING & STRUCTURES	\$58,920.00	\$0.00	\$58,920.00	\$3,907.06	\$14,388.29	\$44,531.71	24.4

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
3.62 EQUIPMENT REPAIRS	\$880.00	\$0.00	\$880.00	\$0.00	\$434.72	\$445.28	49.4
3.72 EQUIPMENT RENTALS	\$650.00	\$0.00	\$650.00	\$99.95	\$354.80	\$295.20	54.6
3.91 DUES	\$2,800.00	\$0.00	\$2,800.00	\$24.00	\$147.50	\$2,652.50	5.3
3.93 TAXES & ASSESSMENTS	\$325.00	\$0.00	\$325.00	\$240.00	\$240.00	\$85.00	73.8
3.94 TRANSFER TO LIRF	\$120,000.00	\$0.00	\$120,000.00	\$0.00	\$0.00	\$120,000.00	0.0
3.95 BOOK REIMBURSEMENT	\$500.00	\$44.53	\$544.53	\$25.98	\$71.16	\$473.37	13.1
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$120.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$106,745.00	\$0.00	\$106,745.00	\$2,665.10	\$29,453.70	\$77,291.30	27.6
Subtotal	\$590,225.00	\$44.53	\$590,269.53	\$18,412.20	\$96,919.06	\$493,350.47	16.4
4. Capital Outlays							
4.4 FURNITURE & EQUIPMENT	\$39,255.00	\$0.00	\$39,255.00	\$89.00	\$2,255.00	\$37,000.00	5.7
4.51 BOOKS	\$150,000.00	\$0.00	\$150,000.00	\$11,882.83	\$35,500.98	\$114,499.02	23.7
4.52 PERIODICALS & NEWSPAPERS	\$25,000.00	\$0.00	\$25,000.00	\$4,073.92	\$5,299.88	\$19,700.12	21.2
4.53 NONPRINTED MATERIALS	\$56,913.00	\$0.00	\$56,913.00	\$3,072.42	\$7,347.88	\$49,565.12	12.9
Subtotal	\$271,168.00		\$271,168.00	\$19,118.17	\$50,403.74	\$220,764.26	18.6
Grand Total	\$2,374,771.00	\$44.53	\$2,374,815.53	\$156,579.52	\$640,983.83	\$1,733,831.70	27.0

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Changes to Appropriations

<i>Date</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Reason</i>
2/11/13	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$9.95	Refund on Lost Bk Pd 1/18/13 & Found - A/P#75
3/11/13	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$8.60	Refund on Lost Bk Pd 1/29/13& Found - A/P#197
4/8/13	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$13.99	Refund on Lost Bk Pd 2/4/13 & Found - A/P#263
4/8/13	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$11.99	Refund on Lost Bk Pd 2/21/13 & Found - A/P#279

Net Changes by Fund

<i>Fund Number</i>	<i>Net Change</i>
100	\$44.53

Voucher List
Jasper County Public Library

Report Date: From 4/1/13 To 4/30/13

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
32097	251	4-COUNTY SUPPLY	4/8/13	Toilet Repair Parts	\$7.38
32098	252	AARON'S LAWN CARE	4/8/13	DeM: snow removal & salting 3/5-3/25/13; Wh: snow removal & salting 3/5-3/25/13	\$615.00
32099	253	ACE HARDWARE	4/8/13	Toilet Repair Parts, Nuts, Bolts, Nails	\$44.78
32100	254	AMERICAN LIB. ASSN.	4/8/13	Books	\$100.96
32101	255	ALCO STORES, INC.	4/8/13	Children's supplies	\$4.99
32102	256	ALLIED WASTE SERVICES #71	4/8/13	Wh: Trash Pick-up April	\$54.88
32103	257	ANTHEM BLUE CROSS BLUE	4/8/13	Health Premium- April, 17 employees	\$10,701.26
32104	258	ANTHEM LIFE	4/8/13	Life Insurance Premiums- April	\$97.20
32105	259	AUDIOCRAFT PUBLISHING, IN	4/8/13	Books	\$7.88
32106	260	BAKER & TAYLOR	4/8/13	Books, Continuations, AV, Auto. Yours	\$11,963.79
32107	261	BAKER & TAYLOR ENTERTAIN	4/8/13	DVDs	\$257.80
32108	262	BLUETARP FINANCIAL, INC	4/8/13	Seam sealer, paint brush, sand paper, sanding sponges, blue towel roll, spray paint, pliers, trim, stain	\$72.18
32109	263	BRIANNE YACK	4/8/13	Patron refund for lost book previously paid for.	\$13.99
32110	264	CAPSTONE PRESS	4/8/13	Books	\$94.45
32111	265	CULLIGAN WATER CONDITIO	4/8/13	Wh: Water Cooler Rental-April; 5 gallon drinking water-11	\$86.20
32112	266	DELTA DENTAL	4/8/13	Dental Ins. Premiums- April, 17 employees	\$477.78
32113	267	DIANE OPOLSKI	4/8/13	Mileage 1/28-3/13/13: ASK Meeting, Positivity Committee Meetings, AV Shopping,	\$83.62
32114	268	ENA SERVICES LLC	4/8/13	Internet Access-March 2013	\$1,461.00
32115	269	GALE	4/8/13	Continuations	\$689.75
32116	270	GREY HOUSE PUBLISHING	4/8/13	Books	\$148.60
32117	271	HAMSTRA BUILDERS, INC.	4/8/13	Wh: Replaced bearings on blower motor #2 on MVA unit	\$277.62
32118	272	INDIANA WILD	4/8/13	Summer Reading Program	\$366.68
32119	273	INTELLIGENT CLEANING SYS	4/8/13	Paper towels, toilet paper, M-fold towels	\$489.58
32120	274	JEAN LAMBERT	4/8/13	Mileage 1/4-3/29/13: Recycling, bank deposits, post office, purchase cleaning items	\$10.24
32121	275	KAPCO	4/8/13	Poly covers, polyester repair tape, book repair glue, label protectors	\$201.42
32122	276	KARLA HAUSENFLECK	4/8/13	Mileage 3/1/13: Block Party Meeting	\$19.78
32123	277	KAUFMAN CONSTRUCTION	4/8/13	Rens: snow removal & salting 2/2-3/24/13	\$450.00
32124	278	KIM DELGER	4/8/13	Mileage 3/15/13: Circulation Counterparts Meeting; Circulation Counterparts Meeting Expenses	\$44.16
32125	279	KRISTIN WALSTRA	4/8/13	Patron refund for lost book previously paid for	\$11.99
32126	280	LINDA POORTENGA	4/8/13	Mileage 3/9-3/15/13: Bank Deposit, Post Office, Management Meeting, B2B	\$38.87
32127	281	MAGAZINE SUBSCRIPTION SE	4/8/13	Annual Jun-Aug Magazine Subscription Renewals	\$3,091.09
32128	282	MIDWEST TAPE	4/8/13	DVDs	\$117.01
32129	283	NIPSCO	4/8/13	Wh: Gas & Electric March 2013	\$1,966.50
32130	284	PATTY STRINGFELLOW	4/8/13	Mileage 3/12/13: Insurance Seminar	\$102.83
32131	285	PEGGY WOODS	4/8/13	Mileage 2/12-3/19/13: Post Office, Bank, AV Shopping, pick-up Supplies	\$18.98
32132	286	PRECISION CONTROL SYSTE	4/8/13	DeM: VAV 6 cold, troubleshoot issue, found problem with damper, replaced controller, loaded database, found VAV 8 down, located controller & troubleshoot issue, issue with fuse holder, fixed; funny smell by children's computer area, checked main air handler, ok, checked exhaust fan, loose belt, tightened belt, checked VAV boxes, ok; WD-40 odor in children's area, found hot water valve actuator leaking hydraulic fluid, cleaned up fluid, replaced actuator @ VAV 1	\$2,180.20

F4b Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
32133	287	QUILL CORPORATION	4/8/13	Rubber cement, washable markers, foam wrist rests, binder clips, pens, clear desk protector	\$40.49
32134	288	RACHAEL CAVINDER	4/8/13	Mileage 2/14-3/21/13: Management Meeting, Book Sales Meeting, Children's Counterparts Meeting	\$102.83
32135	289	RAYANN GILMORE	4/8/13	Mileage 3/12-4/3/13: HealthCare Seminar, Bank Deposits, Post Office, Management Meeting, pickup cleaning supplies, Financial Counterparts Meeting	\$94.36
32136	290	ROTARY CLUB of RENSSSLAE	4/8/13	Jan & Feb dues & meals	\$88.00
32137	291	SIMPLEXGRINNELL	4/8/13	DeM, Rens, & Wh: Annual Fire Alarm Test & Inspection	\$2,288.00
32138	292	TEAM SOFTWARE SOLUTION	4/8/13	Public Web browser Version 2 annual renewal	\$125.00
32139	293	THE TIMES	4/8/13	Rens: 1 yr newspaper subscription	\$221.00
32140	294	TOWN OF DEMOTTE	4/8/13	DeM: sewer- March	\$71.90
32141	295	TOWN OF WHEATFIELD	4/8/13	Wh: sewer- April	\$56.65
32142	296	UPSTART	4/8/13	Summer Reading Supplies	\$1,014.87
32143	297	VISION SERVICE PLAN- (IN)	4/8/13	Vision Ins. Premiums- April, 17 employees	\$182.06
32144	298	WALL STREET JOURNAL	4/8/13	DeM; 2yr newspaper subscription	\$796.80
32145	299	WAL-MART COMMUNITY/GEC	4/8/13	External hard drive, poster paint, Easter Storytime supplies, Afterschool Program supplies, Mad Hatter program supplies, wipes, calculators, DVDs, CDs, batteries, labeler refill, Meeting Room supplies,	\$1,956.25
32146	300	WASTE MANAGEMENT	4/8/13	DeM: Trash Pick-up, April	\$69.30
32147	301	BUSINESS CARD	4/8/13	Children's Counterparts expenses, clorox wipes, lysol spray, furniture polish, 1909 Indiana Map for Indiana Room @ DeM., Financial Counterparts expenses, Virtual CD v10 license, B2B expenses, Adult Winter Read supplies, Management Meeting expenses, DVDs, Digipalooza registration	\$1,338.69
32148	302	CENTURYLINK	4/8/13	Rens: Local Phone & Fax- April	\$119.27
32149	303	CENTURYLINK	4/8/13	Long Distance Phone Service- March 2013	\$17.00
32150	304	DAVIS WATER SERVICES, INC	4/8/13	Dem: Tanin Unit Rental- Jan, Feb, Mar 2013; Rust Buster salt, Solar salt	\$354.00
32151	305	DEMCO	4/8/13	Magazine covers, 'Library Use Only' labels, Post-it flags, Book supports,	\$166.91
32152	306	EMILY DURAN	4/8/13	Mileage 4/4/13: AV Shopping	\$24.86
32153	307	HP PRODUCTS	4/8/13	Vacuum belt, toilet bowl cleaner, trash bags, hand sanitizer, disinfectant	\$343.91
32154	308	INDIANA DEPT. OF WORKFOR	4/8/13	1st Quarter 2013 Unemployment Compensation Pymt	\$2,010.28
32155	309	NIPSCO	4/8/13	DeM: Gas & Electric March	\$2,945.14
32156	310	SIMPLEXGRINNELL	4/8/13	Rens: replaced set of 12v 6.2 batteries in the fire alarm panel	\$384.24
32157	311	UNIQUE MANAGEMENT SERVI	4/8/13	Collections: Initial/Secondary Placements- March	\$214.80
0	312	PAYROLL	4/10/13	PAYROLL	\$45,607.96
0	313	ALLIANCE BANK	4/10/13	Direct Deposit Fees-March 2013	\$37.30
0	314	BILL HROMADA	4/10/13	Courier Mileage 3/16-3/31/13 (conf# TBOB6STP)	\$339.00
0	315	GREAT-WEST RETIREMENT S	4/10/13	Annuity Withheld from 4/10/13 Payroll (conf#HBD9SA5A)	\$1,536.20
0	316	INDIANA DEPARTMENT OF RE	4/10/13	EFT- State & County Taxes withheld March 2013 Payrolls, Ref# 99297	\$5,616.61
0	317	INPRS fbo PERF	4/10/13	4/10/13 Payroll Contributions	\$4,640.73
0	318	IRS USA TAXPAYMENT	4/10/13	EFT-FICA & Federal Taxes withheld from 4/10/13 Payroll Ref# 90428927	\$10,418.31
0	319	PAYROLL	4/25/13	PAYROLL	\$47,136.45
0	320	AFLAC	4/25/13	Supplemental Ins.- April 2013 (conf# 4B39LAT3)	\$209.48
0	321	BILL HROMADA	4/25/13	Courier Mileage 4/1-4/15/13 (conf# YBS9GAMR)	\$372.90
0	322	CENTURYLINK	4/25/13	Wh: Fax Service- April (conf# EBF9CA2R)	\$14.20
0	323	CENTURYLINK	4/25/13	Wh: Local Phone Service- April (conf# MBW99A2R)	\$38.38
0	324	CITY OF RENSSSLAER	4/25/13	Rens: Utilities 3/8-4/9/13 (conf# PBS9CA2R)	\$3,450.48
0	325	GREAT-WEST RETIREMENT S	4/25/13	Annuity Withheld from 4/25/13 Payroll (conf#MBL9RAT3)	\$1,536.20
0	326	INPRS fbo PERF	4/25/13	4/25/13 Payroll Contributions	\$4,988.85

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
0	327	IRS USA TAXPAYMENT	4/25/13	EFT-FICA & Federal Taxes withheld from 4/25/13 Payroll Ref# 50952370	\$10,808.22
32158	328	JASPER COUNTY TREASURE	4/25/13	DeM: Tax bill for ditch	\$240.00
Total Amount of Claims					\$188,388.32

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Friday, May 03, 2013

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$188,388.32

Date this 13th day of May, 2013.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

JASPER COUNTY PUBLIC LIBRARY
Receipt Breakdown
April 30, 2013

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
FINES & FEES:			\$2,518.84	\$11,384.89
DeMotte	\$688.32	\$3,397.07		
Rensselaer	\$1,318.70	\$5,045.05		
Wheatfield	\$511.82	\$2,942.77		
PHOTOCOPIES:			\$900.90	\$3,366.07
DeMotte	\$381.50	\$1,379.55		
Rensselaer	\$318.30	\$1,326.97		
Wheatfield	\$201.10	\$659.55		
INTEREST (Checking, Repurchase, CDs):.....			\$50.59	\$292.09
TAXES:			\$123,413.02	\$278,809.09
Property Tax	\$0.00	\$0.00		
LOIT	\$71,614.33	\$71,614.33		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Local Option/Certified Shares	\$42,698.46	\$170,793.84		
Local Option/Property Tax Repl.	\$9,100.23	\$36,400.92		
TAXABLE SALES:-.....			\$9.63	\$34.51
REFUNDS:			\$525.00	\$16,774.34
Rebates/Refund	\$125.00	\$125.00		
Insurance Claims/Reimbursements	\$0.00	\$0.00		
Meeting Room Rental	\$400.00	\$700.00		
Reimbursement	\$0.00	\$0.00		
Fixed Asset Sales	\$0.00	\$450.00		
Miscellaneous Receipts	\$0.00	\$204.04		
Interfund Transfer	\$0.00	\$15,295.30		
TOTAL OPERATING FUND RECEIPTS.....			\$127,417.98	\$310,660.99
PLAC FUND:.....			\$50.00	\$50.00
GIFT FUNDS:			\$3,480.00	\$7,921.78
DeMotte	\$25.00	\$2,194.66		
Rensselaer	\$3,455.00	\$4,313.70		
Wheatfield	\$0.00	\$1,413.42		
LIB. IMPROV. RESERVE FUND:			\$35.22	\$112.94
Interest Earned	\$35.22	\$112.94		
Transfer from OPERATING	\$0.00	\$0.00		
BOND & INTEREST REDEMPTION FUND:			\$0.00	\$0.00
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Interfund Transfer	\$0.00	\$0.00		
RAINY DAY FUND:			\$0.00	\$0.00
Special CAGIT Distribution	\$0.00	\$0.00		
Interest Earned	\$0.00	\$0.00		
STATE TECHNOLOGY FUND GRANT FUND:-.....		\$0.00	\$0.00	\$0.00
CAPITAL PROJECTS FUND:			\$3.12	\$12.77
Interest Earned	\$3.12	\$12.77		
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Interfund Transfer	\$0.00	\$0.00		
HOST/HOSPITALITY FUND:.....			\$0.00	\$0.00
LEVY EXCESS FUND:.....			\$0.00	\$0.00
SALES TAX:.....			\$28.69	\$66.25
CASH CHANGE FUND			\$0.00	\$0.00
SUB-TOTAL (page 1)			\$131,015.01	\$318,824.73

WITHHOLDING ACCOUNT FUNDS:

			\$28,912.09	\$121,727.87
FIT Tax Collected	\$7,509.90	\$32,892.43		
FICA Collected	\$6,858.35	\$28,657.59		
State Tax Collected	\$3,162.37	\$13,383.00		
County Tax Collected	\$2,509.95	\$10,534.42		
Deferred Comp Plan	\$3,072.40	\$12,167.20		
Pre-tax Insurance Plans	\$3,093.20	\$13,004.12		
Life Insurance	\$135.16	\$550.64		
INPRS	\$2,570.76	\$10,538.47		
Garnishments	\$0.00	\$0.00		
Credit Union	\$0.00	\$0.00		
TOTAL RECEIPTS - ALL FUNDS.....			\$159,927.10	\$440,552.60

Voucher List
Jasper County Public Library

Report Date: From **5/1/13** To **5/13/13**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	329	PAYROLL	5/10/13	PAYROLL	\$47,274.86
0	330	ALLIANCE BANK	5/10/13	Direct deposit fees April 2013	\$36.80
0	331	BILL HROMADA	5/10/13	Courier mileage 4-16 to 4-30-13 (conf. #2)	\$372.90
0	332	GREAT-WEST RETIREMENT S	5/10/13	Annuity withheld from 5/10/13 payroll (conf. #4)	\$1,536.20
0	333	INDIANA DEPARTMENT OF RE	5/10/13	EFT-State & County Taxes withheld April 2013 payrolls (ref.#66466)	\$5,672.32
0	334	INPRS fbo PERF	5/10/13	5/10/13 payroll contributions	\$4,965.52
0	335	IRS USA TAXPAYMENT	5/10/13	EFT-FICA & Federal taxes withheld from 5/10/13 payroll Ref. #81549549	\$10,845.40
0	336	TOWN OF DEMOTTE	5/10/13	DeM: sewer-April (conf. #1)	\$71.90
0	337	TOWN OF WHEATFIELD	5/10/13	Wh: sewer May (Conf. #3)	\$56.65
32159	338	AARON'S LAWN CARE	5/13/13	Rens spring cleanup, mulching, & mowing; Wh spring cleanup, mulching, & mowing; Dem spring cleanup, mulching, & mowing	\$2,700.00
32160	339	ACE HARDWARE	5/13/13	glue, nuts & bolts, doorbell	\$20.01
32161	340	ALCO STORES, INC.	5/13/13	Demotte Children's supplies	\$6.48
32162	341	ALLIED WASTE SERVICES #71	5/13/13	Wh trash service, May	\$54.88
32163	342	ANTHEM BLUE CROSS BLUE	5/13/13	Health premiums May, 17 employees	\$10,701.26
32164	343	ANTHEM LIFE	5/13/13	Life Insurance premiums, May	\$93.60
32165	344	BAKER & TAYLOR	5/13/13	Books, Continuations, AV, Auto. Yours	\$7,282.44
32166	345	BAKER & TAYLOR ENTERTAIN	5/13/13	DVDs	\$218.39
32167	346	BLUETARP FINANCIAL, INC	5/13/13	Galvanized wire, plug for vacuum cleaner	\$5.56
32168	347	BRENDA THOMPSON	5/13/13	Mileage 3/15-4/19/13; B2B meetings, mgt meeting	\$71.19
32169	348	BUSINESS CARD	5/13/13	books, summer reading prizes, Video surveillance signage, tagging gun, B2B expenses, school visit supplies, branch counterparts expenses, mgt meeting expenses, DVDs, CDs, AV shopping expenses,	\$4,406.15
32170	349	CARDINAL OFFICE PRODUCT	5/13/13	Dem quarterly maintenance agreement on work room copier	\$452.52
32171	350	CDW GOVERNMENT, INC	5/13/13	17 inch USB	\$662.16
32172	351	CENTER POINT PUBLISHING	5/13/13	Books	\$183.96
32173	352	CENTURYLINK	5/13/13	Rens local phone & fax service May	\$118.43
32174	353	CHICAGO TRIBUNE	5/13/13	WH newspaper subscription May 9-Nov. 6, 2013	\$195.00
32175	354	CLAUSS BAKERY & CAFÉ	5/13/13	LEGENDARY DAY EXPENSES	\$36.00
32176	355	COMMUNITY MEDIA GROUP, I	5/13/13	Dem Rens Republican newspaper subscription 6/1/13- 5/31/14	\$125.00
32177	356	CONSOLIDATED INSURANCE	5/13/13	Semi-annual premium for building insurance; annual premium for workman's comp	\$14,893.00
32178	357	CULLIGAN WATER CONDITIO	5/13/13	Wh water cooler rental 4/30/13-5/31/13	\$9.95
32179	358	D & S COMPUTER SERVICES	5/13/13	hosting 2nd quarter 2013	\$120.00
32180	359	DAVIDSON TITLES INC.	5/13/13	Books	\$1,138.85
32181	360	DAVIS WATER SERVICES, INC	5/13/13	Dem: rust buster salt, solar salt	\$375.00
32182	361	DELTA DENTAL	5/13/13	Dental Ins. Premiums, May, 18 employees	\$504.44
32183	362	DEMOTTE DECORATIVE STO	5/13/13	DeM mulch 10 yds	\$375.00
32184	363	DONNA BARKO	5/13/13	mileage 01/31/13-4/20/13 marketing mtg, marketing outreach, deposits, earth day; totes for ILL transport	\$39.62
32185	364	ENA SERVICES LLC	5/13/13	internet service for April 2013	\$1,461.00
32186	365	FLEX-PAC INC	5/13/13	handsoap	\$103.39
32187	366	GAYLORD BROS.	5/13/13	archival file folders, archival paper, rare book box	\$170.99
32188	367	HEARTLAND AG-BUSINESS G	5/13/13	Books	\$18.00
32189	368	IBT VIDEO SYSTEMS, INC.	5/13/13	UPS backup power supply	\$90.00
32190	369	INDIANA DEPARTMENT OF EN	5/13/13	Annual public water system fee- DeM & WH	\$200.00

Printed on **Monday, May 13, 2013**

Page 1 of 3

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
32191	370	INTELLIGENT CLEANING SYS	5/13/13	paper towels, mfold towels, toilet tissue	\$361.32
32192	371	JAMIE JONES	5/13/13	summer reading prizes	\$21.00
32193	372	JASPER FOUNDATION, INC.	5/13/13	annual celebration banquet	\$18.00
32194	373	KIRBY RISK CORPORATION	5/13/13	light bulbs	\$57.42
32195	374	KONE, INC.	5/13/13	DeM elevator maintenance agreement 2nd quarter 2013	\$381.93
32196	375	LIBRARY VIDEO COMPANY	5/13/13	DVDs	\$61.80
32197	376	LINDA THOMPSON	5/13/13	15 yr anniversary gift card for Nanette Speacht	\$30.00
32198	377	LIVE OAK MEDIA	5/13/13	audio books	\$175.61
32199	378	THE LOCK DOCTOR	5/13/13	Rens repair automatic door & align staff door	\$165.00
32200	379	MANUFACTURERS' NEWS, IN	5/13/13	Continuations	\$155.54
32201	380	MARLENE BEEDLE	5/13/13	mileage 4/29/13 positivity meeting	\$24.86
32202	381	MELISSA J. WIDNER	5/13/13	mileage ILF conference Dist. 1 4/29/13	\$77.00
32203	382	MIDWEST TAPE	5/13/13	DVDs	\$10.04
32204	383	NETWISE RESOURCES LLC	5/13/13	Rens & Wh staff copiers service agreement quarterly	\$594.62
32205	384	NIPSCO	5/13/13	DeM gas & electric 4/4/13 - 5/6/13; WH gas & electric 4/1/13 - 5/1/13	\$5,072.39
32206	385	OFFICE DEPOT	5/13/13	DVD folders, coloring coding labels, paper clips, construction paper, post-it notes, double-sided tape, contact paper, binders, envelopes, washable markers, rubberbands, typewriter ribbon, filament tape	\$559.07
32207	386	OLLIS BOOK CORPORATION	5/13/13	Books	\$1,172.85
32208	387	PATTY STRINGFELLOW	5/13/13	Mileage 4/8-4/24/13: Board Meeting, Branch Visits	\$74.58
32209	388	POST TRIBUNE	5/13/13	Wh: newspaper subscription 5/26/13-5/24/14	\$195.00
32210	389	PRECISION CONTROL SYSTE	5/13/13	Rens: Repair valve @ air handler #1, install new linkage kit & reinsulate, checked valve/actuator operation, installed new belt on bathroom exhaust fan box, strange noise coming from ceiling by VAV 12, valve had old leak & was noisy at shut off, replaced valve spring kit, checked operation	\$1,276.29
32211	390	QUILL CORPORATION	5/13/13	Toner cartridges, disposable gloves, acrylic tape, butterfly clamps	\$375.22
32212	391	RACHAEL CAVINDER	5/13/13	Mileage 4/4-4/18/13: AV Shopping, Management Meeting, Meet with Book Salesman	\$62.15
32213	392	ROSEN PUBLISHING	5/13/13	Books	\$927.26
32214	393	SCHOLASTIC BOOK FAIRS	5/13/13	DeM: Children's supplies	\$15.32
32215	394	SCHOLASTIC LIBRARY	5/13/13	Continuations	\$156.00
32216	395	SCHOLASTIC LIBRARY PUBLI	5/13/13	Books	\$483.71
32217	396	SCHOLASTIC INC.	5/13/13	Summer Reading Books	\$503.25
32218	397	SIMPLEXGRINNELL	5/13/13	DeM: Replaced set of 6.2 Ah batteries in fire alarm panel	\$384.24
32219	398	THE TIMES	5/13/13	Wh: Newspaper subscription thru 5/19/14	\$221.00
32220	399	TLC HOME IMPROVEMENTS, L	5/13/13	Rens: Mulch	\$415.00
32221	400	VISION SERVICE PLAN- (IN)	5/13/13	Vision Ins. Premiums- May, 17 employees	\$182.06
32222	401	WALL STREET JOURNAL	5/13/13	Wh: 2yr newspaper subscription	\$796.80
32223	402	WAL-MART COMMUNITY/GEC	5/13/13	Annual Tracphone subscription, children's supplies, Afterschool Program supplies, cleaning supplies, DVDs, CDs, Tuesday Movie Program expense, Cake Program supplies	\$2,252.83
32224	403	WASTE MANAGEMENT	5/13/13	DeM: Trash Pick-up, May	\$70.76
32225	404	YVONNE DEL VECCHIO	5/13/13	Mileage 3/1-4/29/13: Walking Books, Book Club, Pinterest Committee Meeting, deliver Community Connections	\$75.82
32226	405	LINDA POORTENGA	5/13/13	Mileage 4/11-5/3/13: Management Meeting, Bank Deposit, B2B, Friends program, Branch Counterparts Meeting, Chamber Ribbon Cutting	\$79.89
32227	406	LINDSAY NORTHCUTT	5/13/13	Patron overpaid for lost book	\$14.99
32228	407	DEMCO	5/13/13	Slatwall easels, polyfit, DVD trays	\$918.64
32229	408	GAYLORD BROS.	5/13/13	Book cradle, Library Logo note cubes	\$83.25

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
32230	409	PRECISION CONTROL SYSTE	5/13/13	DeM: no leads from smoke duct detector to shutdown air handler, installed 2 relays, one for dms alarm & second fro frequency drive, wired into drive & dms	\$686.00
32231	410	RAYANN GILMORE	5/13/13	Mileage 4/4-5/10/13: Bank Deposits, Post Office, Courthouse, Management Meeting, Deliver Board Packets	\$43.45
32232	411	TRUGREEN PROCESSING CE	5/13/13	Wh: Lawn Fertilization & Weed Control	\$91.00
32233	412	UNIQUE MANAGEMENT SERVI	5/13/13	Collections: Initial/Secondary Placements- April	\$143.20
Total Amount of Claims					\$137,130.98

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, May 13, 2013

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$137,130.98

Date this 13th day of May, 2013.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

JUNE

**Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, June 10, 2013, 6pm
Rensselaer Public Library**

Opening of Meeting

Moment of Silence

Approval of Consent Agenda & Consent Agenda Items

Action

Minutes of May Board Meeting
Bills/Financial Reports
2013 Salary Ordinance (R 7)
Policy Review (R 10)
Nonresident Borrowing Fee (R 12)

General Business

Board Member, Oath of Office-
Deana George (R 12)
Building Insurance, Agent Overview (R 12)
Annual Report of Webmaster (R 13)
Debit/Credit Payment Option (R 13)
Memorial Bench – Wheatfield Library (R 13)

Action
Information
Information
Action
Action

Director's Report (R 12-R 15)

Information

Items for Future Agendas

Public Forum

Adjournment

To inform, enrich, and empower our diverse community.

MINUTES

Jasper County Public Library Board of Trustees
6:00 PM

May 13, 2013
Rensselaer Library

Present: Timothy Schultz, Janelle Harper, Natalie Waling, Jody Melton, Deana George, Mari Anne Sayler, Patricia Stringfellow, Rayann Gilmore, Deb Johnson

Absent: Janet Umlauf

Executive Session: The library board met in executive session to discuss an employee job performance evaluation. No other topics were discussed. Regular board meeting convened at 6:24 PM.

Agenda & Consent Agenda Approval: The Agenda and Consent Agenda items that included the April Board Meeting Minutes, bills/financial reports, and Salary Ordinance Update were approved on a motion by T. Schultz, and seconded by D. George. Motion passed.

Affordable Care Act, Agent Overview: Deb Johnson, our Account Manager from RE Sutton, provided an overview of the Affordable Care Act as it relates to us. She pointed out some of the different requirements for small & large groups. The library is a small group. Deb also explained that Anthem is offering their groups the option to renew on December 1, 2013 using the current rating structure. If the library selects this option, we would also receive rates showing what a January 1, 2014 renewal would look like. This would give us the opportunity to compare rates and choose the option that would work best for the library. D. Johnson advised budgeting for a 30%-50% increase in health insurance for 2014.

Rensselaer Library- Re-roof Project: P. Stringfellow explained that the Rensselaer Library's roof is original to the building and is starting to have a few issues with water getting in. It is time to plan for re-roofing. Estimates have been received from the Library's architect showing that the cost could be \$74,000-\$100,200. The architect also pointed out that the roof would need ridge vents installed for added ventilation that is now required for roof warranties. P. Stringfellow explained the possible ways that we could pay for this project including spreading the cost over two years, buying materials one year and roofing the next year. P. Stringfellow would like to wait until after the 2014 budget has been written to determine a more specific timeline.

Director's Salary 2014: As per Board and Administration Monthly Tasks, Director's salary for 2014 is determined in open session. J. Melton moved that the Director's salary be increased at the same rate as approved for staff. M. Sayler seconded the motion. Motion passed.

Director's Report: The Library received the first spring tax check, in response to our Advanced Tax Draw request. Revenue amounts are coming in as expected.

With the staffing changes in the Business Office, changes also had to be made to the Library's INPRS account. P. Stringfellow is the authorized agent for the Library. R. Gilmore and D. Barko will be reporting and maintenance authorized users.

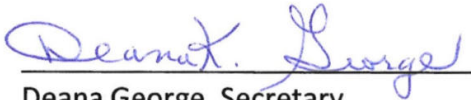
We received confirmation from the State Library that we are in compliance with Indiana Public Library Standards based on the information we provided in our 2012 Annual Report.

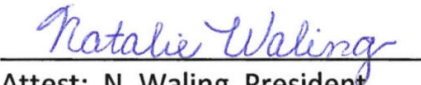
The Indiana State Library, Department of Local Government Finance, and the State Board of Accounts will hold a 2013 Budget Workshop on June 5 at the Indiana State Library. At this time P. Stringfellow and R. Gilmore are registered to attend. Interested Board Members are invited to attend as well. The Budget Workshop includes presentations on federal and state legislative actions and financial/budgetary changes that will be helpful in the budgetary planning process. Representatives of the State Board of Accounts, Department of Local Government Finance, and the Indiana State Library will review the changes and share new information.

Playaway View Demo Days went very well. One young patron deemed this new material type 'cool'.

We will soon begin some much needed painting at the Rensselaer Library, using the same color scheme as is in the foyer. Our current gray wall covering is original and is getting dirty and worn looking. We will paint over a period of time, beginning on the east wall of the public area that had water damage.

Adjournment: With no further matters for discussion N. Waling adjourned the meeting at 7:37 PM.


Deana George, Secretary


Attest: N. Waling, President

CIRCULATION BY HOLDINGS CODE
May 2013

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	28	1	1	30
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJBPF)	0	0	0	0
Award Winning fiction (DAWFIC)	17	0	0	17
Award Winning non-fiction (DAWNF)	0	0	0	0
Award Winner YAFIC (DAYAF)	0	0	0	0
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	33	3	1	37
Blu-Ray (DBR)	88	0	0	88
Books on CD (DBKCD)	173	4	1	178
Books on Tape (DBKT)	1	0	0	1
Compact Disc (DCD)	353	34	3	390
Digital Audiobooks (DDA)	24	1	0	25
DVD (DDVD)	1517	29	6	1552
Equipment (DEQP)	51	1	0	52
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	37	0	0	37
Fiction (DFIC)	739	23	17	779
Fiction Fantasy (DFICF)	6	2	1	9
Fiction Mystery (DFICM)	135	9	6	150
Fiction New (DFICNEW)	411	20	8	439
Fiction Science Fiction (DFICSF)	9	0	0	9
Fiction Western (DFICW)	7	0	0	7
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	62	0	0	62
Hanging Bags (DHANG)	13	1	0	14
ILL (DILL)	42	2	1	45
Internet (DINTER)	1111	0	0	1111
Juv. Audio book (DJAUDB)	14	2	0	16
Juv. Biography (DJBIO)	42	1	3	46
Juv. Book on CD (DJBKCD)	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	14	0	0	14
Juvenile Easy (DJE)	552	14	6	572
Juv. Easy Non-fiction (DJENF)	46	1	2	49
Juv. Easy Reader (DJER)	310	1	17	328
Juv. Fiction (DJFIC)	447	13	9	469
Juv. Holiday books (DJHOL)	62	0	4	66
Juv. Magazine (DJMAG)	35	0	0	35
Juv. Music Cassette (DJMC)	0	0	0	0
Juv. Nonfiction (DJNF)	363	7	12	382
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	1	0	0	1
Juv. Toddler (DJTOD)	106	0	0	106

Large Print Fiction (DLPF)	204	13	3	220
Large Print Nonfic (DLPNF)	12	1	2	15
Magazine (DMAG)	680	24	5	709
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	5	0	1	6
Nonfiction 100 (DNF100)	13	1	0	14
Nonfiction 200 (DNF200)	24	1	2	27
Nonfiction 300 (DNF300)	52	4	1	57
Nonfiction 400 (DNF400)	5	0	0	5
Nonfiction 500 (DNF500)	40	0	2	42
Nonfiction 600 (DNF600)	154	12	10	176
Nonfiction 700 (DNF700)	34	7	4	45
Nonfiction 800 (DNF800)	12	2	0	14
Nonfiction 900 (DNF900)	38	3	5	46
Nonfiction Blu-Ray (DNFBR)	0	0	0	0
Nonfiction DVD (DNFDVD)	80	0	0	80
Nonfiction (DNFIC)	0	0	0	0
Nonfiction New (DNFNEW)	102	12	7	121
Nonfiction VHS (DNFVHS)	0	0	0	0
Oversize (DOVER)	0	0	0	0
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	2	0	0	2
Reference (DREF)	0	0	0	0
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	11	0	0	11
Software (DSWAR)	20	0	0	20
Vertical File (DVF)	0	0	0	0
VHS (DVHS)	21	0	0	21
YA Audio book (DYAUSB)	5	0	0	5
YA Biography (DYAB)	1	2	0	3
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	242	7	11	260
YA Music CD (DYACD)	5	0	0	5
YA Nonfiction (DYANF)	11	0	0	11
YA Paperback Fic (DYAPBF)	0	0	0	0
Storage (DZSTO)	13	1	2	16
Award Winner JBIO (RAJBIO)	0	0	0	0
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	3	19	4	26
Blu-Ray (RBR)	0	167	1	168
Books on CD (RBKCD)	0	155	1	156
Books on Tape (RBKT)	0	0	0	0
Compact Disc (RCD)	4	351	4	359
Digital Audiobooks (RDA)	1	24	0	25
DVD (RDVD)	11	3368	17	3396
Equipment (REQP)	0	47	0	47
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	34	0	34
Fiction (RFIC)	28	678	20	726
Fiction New (RFICNEW)	16	460	11	487

Genealogy (RGENE)	0	1	0	1
Genealogy Mag (RGMAG)	0	1	0	1
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	2	187	5	194
Hanging Bag (RHANG)	2	15	0	17
ILL (RILL)	1	63	1	65
Internet (RINTER)	0	1651	0	1651
Juv. Audio book (RJAUDB)	0	14	0	14
Juv. Biography (RJBIO)	0	39	1	40
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	2	9	0	11
Juvenile Easy (RJE)	3	505	5	513
Juv. Easy Non-fiction (RJENF)	0	56	0	56
Juv. Easy Reader (RJER)	0	310	1	311
Juv. Fiction (RJFIC)	11	663	2	676
Juv. Magazine (RJMAG)	0	43	1	44
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	28	468	12	508
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	0	0	0
Juv. Reference (RJREF)	0	0	0	0
Juv. Toddler (RJTOD)	1	121	0	122
Large Print Fiction (RLPF)	17	237	2	256
Large Print Nonfic (RLPNF)	1	14	0	15
Magazine (RMAG)	6	497	7	510
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	0	18	0	18
Non-Fiction 100 (RNF100)	2	37	0	39
Non-Fiction 200 (RNF200)	2	17	1	20
Non-Fiction 300 (RNF300)	5	71	3	79
Non-Fiction 400 (RNF400)	0	7	0	7
Non-Fiction 500 (RNF500)	1	29	1	31
Non-Fiction 600 (RNF600)	8	245	19	272
Non-Fiction 700 (RNF700)	2	59	2	63
Non-Fiction 800 (RNF800)	1	16	0	17
Non-Fiction 900 (RNF900)	2	64	5	71
Nonfiction Blu-Ray (RNFBFR)	0	12	0	12
Nonfiction DVD (RNFDVD)	3	190	3	196
Nonfiction (RNFIC)	5	37	1	43
Nonfiction new (RNFNEW)	10	184	10	204
Nonfiction VHS (RNFVHS)	0	1	0	1
Oversize (ROVER)	0	0	0	0
Professional Coll. (RPRO)	0	4	0	4
Reference (REF)	0	0	0	0
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	3	0	3
Software (RSWAR)	0	92	0	92
Vertical File (RVF)	0	0	0	0
VHS (RVHS)	0	7	0	7
YA Audio book (RYAUDB)	1	2	1	4
YA Biography (RYAB)	1	3	0	4

YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	22	193	6	221
YA Music CD (RYACD)	2	205	2	209
YA Nonfiction (RYANF)	0	25	0	25
YA Paperback Fic (RYAPBF)	0	0	0	0
Storage (RZSTO)	0	2	0	2
Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	4	4	11	19
Blu-Ray (WBR)	0	0	126	126
Books on CD (WBKCD)	9	10	150	169
Books on Tape (WBKT)	0	0	2	2
Compact Disc (WCD)	14	16	240	270
Digital Audiobooks (WDA)	0	0	13	13
DVD (WDVD)	11	31	1942	1984
Equipment (WEQP)	0	0	22	22
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	19	19
Fiction (WFIC)	28	39	289	356
Fiction Fantasy (WFICF)	0	2	14	16
Fiction Mystery (WFICM)	8	7	55	70
Fiction New (WFICNEW)	29	23	301	353
Fiction Science Fiction (WFICSF)	0	0	10	10
Fiction Western (WFICW)	0	0	2	2
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAg)	0	0	0	0
Graphic Novels (WGN)	0	0	38	38
Hanging Bags (WHANG)	2	0	20	22
ILL (WILL)	1	2	45	48
Internet (WINTER)	0	0	795	795
Juv. Audio book (WJAUDb)	0	0	15	15
Juv. Biography (WJBIO)	3	1	56	60
Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	0	0
Juv. Compact Disc (WJCD)	0	1	14	15
Juvenile Easy (WJE)	10	8	457	475
Juv. Easy Non-fiction (WJENF)	2	8	88	98
Juv. Easy Reader (WJER)	2	1	342	345
Juv. Fiction (WJFIC)	22	16	475	513
Juv. Magazine (WJMAG)	0	0	12	12
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	9	4	242	255
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	0	0
Juv. Toddler (WJTOD)	1	0	100	101
Large Print Fiction (WLPF)	13	1	76	90
Large Print Nonfic (WLPNF)	2	2	9	13
Magazine (WMAG)	21	5	364	390
Non-Fiction 000 (WNF000)	0	0	2	2
Non-Fiction 100 (WNF100)	0	2	4	6
Non-Fiction 200 (WNF200)	4	4	6	14
Non-Fiction 300 (WNF300)	4	2	26	32
Non-Fiction 400 (WNF400)	0	1	1	2

Non-Fiction 500 (WNF500)	0	0	19	19
Non-Fiction 600 (WNF600)	8	8	117	133
Non-Fiction 700 (WNF700)	0	5	25	30
Non-Fiction 800 (WNF800)	0	1	8	9
Non-Fiction 900 (WNF900)	1	1	14	16
Nonfiction Blu-Ray (WNFBR)	0	0	0	0
Nonfiction DVD (WNFDVD)	2	4	99	105
Nonfiction (WNFIC)	0	0	2	2
Nonfiction New (WNFNEW)	13	13	105	131
Nonfiction VHS (WNFVHS)	0	0	0	0
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	0	0	6	6
Software (WSWAR)	0	0	27	27
Vertical File (WVF)	0	0	0	0
VHS (WVHS)	0	0	14	14
YA Audio book (WYAUSB)	0	0	1	1
YA Biography (WYAB)	0	2	0	2
YA Books on CD (WYABKCD)	0	0	0	0
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	26	8	238	272
YA Music CD (WYACD)	0	0	0	0
YA Nonfiction (WYANF)	0	1	20	21
YA Paperback Fic (WYAPBF)	0	0	0	0
Storage (WZSTO)	0	0	0	0
TOTAL	9088	12212	7380	28680

CIRCULATION BY HOLDINGS CODE
May 2013

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	28	1	1	30
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	17	0	0	17
Award Winning non-fiction (AWNFI)	0	0	0	0
Award Winner YAFIC (AYAF)	0	0	0	0
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	40	26	16	82
Blu-Ray (BR)	88	179	127	394
Books on CD (BKCD)	182	169	152	503
Books on Tape (BKT)	1	0	2	3
Compact Disc (CD)	371	401	247	1019
Digital Audiobooks (DA)	25	25	13	63
DVD (DVD)	1539	3428	1965	6932
Equipment (EQP)	51	48	22	121
See librarian (ERR)	0	0	0	0

Express Book (EXP)	37	34	19	90
Fiction (FIC)	795	740	326	1861
Fiction Fantasy (FICF)	6	4	15	25
Fiction Mystery (FICM)	143	16	61	220
Fiction New (FICNEW)	456	503	320	1279
Fiction Science Fiction (FICSF)	9	0	10	19
Fiction Western (FICW)	7	0	2	9
Genealogy (GENE)	0	1	0	1
Genealogy Mag (GMAG)	0	1	0	1
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	64	187	43	294
Hanging Bags (HANG)	17	16	20	53
ILL (ILL)	44	67	47	158
Internet (INTR)	1111	1651	795	3557
Juv. Audio book (JAUDB)	14	16	15	45
Juv. Biography (JBIO)	45	41	60	146
Juv. Book on CD (JBOD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	0	0
Juv. Compact Disc (JCD)	16	10	14	40
Juvenile Easy (JE)	565	527	468	1560
Juv. Easy Non-Fiction (JENF)	48	65	90	203
Juv. Easy Reader (JER)	312	312	360	984
Juv. Fiction (JFIC)	480	692	486	1658
Juv. Holiday (JHOL)	62	0	4	66
Juv. Magazine (JMAG)	35	43	13	91
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	400	479	266	1145
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	0	0	0
Juv. Reference (JREF)	1	0	0	1
Juv. Toddler (JTOD)	108	121	100	329
Large Print Fiction (LPF)	234	251	81	566
Large Print Nonfic (LPNF)	15	17	11	43
Magazine (MAG)	707	526	376	1609
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	5	18	3	26
Non-Fiction 100 (NF100)	15	40	4	59
Non-Fiction 200 (NF200)	30	22	9	61
Non-Fiction 300 (NF300)	61	77	30	168
Non-Fiction 400 (NF400)	5	8	1	14
Non-Fiction 500 (NF500)	41	29	22	92
Non-Fiction 600 (NF600)	170	265	146	581
Non-Fiction 700 (NF700)	36	71	31	138
Non-Fiction 800 (NF800)	13	19	8	40
Non-Fiction 900 (NF900)	41	68	24	133
Non-Fiction Blu-Ray (NFBR)	0	0	0	0
Non-Fiction DVD (NFDVD)	85	194	102	381
Nonfiction (NFIC)	5	37	3	45
Nonfiction New (NFNEW)	125	209	122	456
Nonfiction VHS (NFVH)	0	1	0	1
Oversize (OVER)	0	0	0	0
Professional Coll. (PROF)	0	4	0	4
Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	2	0	0	2

Reference (REF)	44	65	37	146
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	11	3	6	20
Software (SWAR)	20	92	27	139
Vertical File (VF)	0	6	0	6
VHS	21	7	14	42
YA Audio book (YAUDB)	6	2	2	10
YA Biography (YAB)	2	7	0	9
YA Books on CD (YABKCD)	0	0	0	0
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	290	208	255	753
YA Music CD (YACD)	7	205	2	214
YA Nonfiction (YANF)	11	26	20	57
YA Paperback Fic (YAPBF)	0	0	0	0
Storage (ZSTO)	13	3	2	18
				0
Free reads	557	311	206	1074
Games/Puzzles	4	21	0	25
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	9693	12615	7623	29931

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	2257	1862	1042	5161
Nonfiction	701	1046	520	2267
CHILDREN'S BOOKS				
Fiction	1510	1653	1415	4578
Nonfiction	558	585	420	1563
YA BOOKS				
Fiction	354	395	298	1047
Nonfiction	13	33	20	66
Magazines, Adult	707	527	376	1610
Magazines, Children	35	43	13	91
Sound Recordings, adult	585	597	416	1598
Sound Recordings, ch	54	247	51	352
Online databases	0	0	0	0
Software	20	92	27	139
Vertical file	0	6	0	6
VHS/DVD/Blu-Ray	1733	3809	2208	7750
Equipment	51	48	22	121
Total	8578	10943	6828	26349
A-V Circulation	2392	4745	2702	9839
A-V Circulation as % of total	27.9%	43.4%	39.6%	37.3%

May 2013

[illegible]

END OF MONTH:	DEMOTTE	RENSSELAER	WHEATFIELD
Total Materials Owned	76,244	68,976	52,385
Circulation Increase/Decrease	-3.5%	12.2%	22.7%

MONTHLY SYSTEM STATISTICS	2012	2013	% change
Current month's Circulation	24,212	26,349	8.8%
Jan. to date circulation	126,759	131,906	4.1%

[illegible]

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

May 2013

R5

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
		Hrs.		Hrs.		Hrs.		
INTRALIBRARY LOANS FILLED	271	59	181	39	350	76	802	174
LOCAL HISTORY								
In person	4	1	5	1	1	0	10	3
Letters written	0	0	5	5	0	0	5	5
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use-Wired	1111	46	1651	69	795	33	3557	148
Internet use-Wireless	419		612		265		1296	
Computer software used	290	24	209	17	208	17	707	59
VCR Use	2	0	0	0	0	0	2	0
Microforms	2	0	20	3		0	22	3
CD ROM/Online databases	220	18	183	15	155	13	558	47
Typewriter use	0	0	0	0	0	0	0	0
Other equipment used	0	0	6	2	0	0	6	2
OTHER LIBRARY SERVICES USED								
Outreach activities	61	61	13	9	0	0	74	49
Notarized documents	16	4	6	2	16	4	38	10
Meeting Room Use (no. of group	44	15	42	14	28	9	114	38
Study room use	26	2	18	2	55	5	99	8
Proctoring	1	1	3	2	0	0	4	2
Tax Forms distributed	0	0	0	0	0	0	0	0
Pull Requests	0	0	3	3	0	0	3	18
E-books downloaded							599	
IN-HOUSE USE ITEMS	351		351		169		871	
SELF-CHECKOUT USE	315		828		494		1637	
INTERLIBRARY LOANS								
Requests made for:	38	10	70	18	55	14	163	41
Items rec'd for:	44	22	65	33	37	19	146	73
Items requested by other libraries	0		0		0		0	
Items supplied to other libraries	0	0	0	0	0	0	0	0

REGISTRATIONS

Total Borrowers	8110	8303	4750	21163
Non-resident, paying	1	1	0	2
PLAC card users	0	2	1	3
Reciprocal borrowers	357	513	125	995
Number of New Patrons Added	65	47	28	

PROGRAMS

DeMotte	Rensselaer	Wheatfield	TOTAL	HOURS SPENT
Hrs.	Hrs.	Hrs.		

Programs for all ages	3	18	1	6	0	0	4	24
Children's Programs (0-13)	6	36	13	78	15	90	34	204
Number attending	681		813		1403		2897	
YA Programs (14-17)	1	6	0	0	1	6	2	12
Number attending	407		2		12		421	
Adult Programs	3	18	4	24	0	0	7	42
Number attending	155		99		74		328	
Senior Citizen Programs	6	36	5	30	4	24	15	90
Number attending	86		47		30		163	
Total Number of Programs	19	114	23	138	20	120	62	372
Total Persons Attending	1329		961		1519		3809	
Total Attending Same Month Last Yr.	1044		1913		2000		4957	
Total Staff Hours Spent		377		370		310	1057	1051
Total Number of In-House Program	17		19		16		52	
Total Attendance	879		350		263		1492	
Total Number of Outreach Program	2		4		4		10	
Total Attendance	450		611		1256		2317	

CIRCULATION BY PATRON CODE

PATRONS	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	5885	68.9%	7197	66.1%	4594	67.6%	17676	67.4%
Corporate	10	0.1%	85	0.8%	0	0.0%	95	0.4%
Juvenile 0-11	193	2.3%	388	3.6%	82	1.2%	663	2.5%
Juvenile-AV	1378	16.1%	1438	13.2%	1035	15.2%	3851	14.7%
Nonresident No Fee	0	0.0%	2	0.0%	9	0.1%	11	0.0%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Adult	258	3.0%	276	2.5%	57	0.8%	591	2.3%
Reciprocal Juvenile	28	0.3%	7	0.1%	0	0.0%	35	0.1%
Reciprocal Juvenile AV	0	0.0%	19	0.2%	0	0.0%	19	0.1%
Reciprocal YA	0	0.0%	43	0.4%	0	0.0%	43	0.2%
Reciprocal YA AV	0	0.0%	4	0.0%	0	0.0%	4	0.0%
School	0	0.0%	13	0.1%	0	0.0%	13	0.0%
School AV	0	0.0%	14	0.1%	0	0.0%	14	0.1%
St. Joseph College	0	0.0%	21	0.2%	0	0.0%	21	0.1%
Staff	401	4.7%	864	7.9%	602	8.9%	1867	7.1%
Walking books	60	0.7%	98	0.9%	0	0.0%	158	0.6%
YA 12-17	59	0.7%	38	0.3%	13	0.2%	110	4.0%
YA-AV	266	3.1%	386	3.5%	399	5.9%	1051	4.0%
Total	8538		10893		6791		26222	
 All items borrowed by nonresidents	286	3.3%	399	3.7%	66	1.0%	751	2.9%

**Salary Ordinance 2013
Updated 6/10/13**

Name	Classification	Hrly Wage	Start Date	Hrs Worked	Library
Patty Eenigenburg	Clerk		4/29/13	17	D
Kim Hunter	Page	\$7.55	5/28/13	10	R

Patty Eenigenburg has been promoted to 17 hours per week. She is a DeMotte Clerk and had previously worked 12 hours per week. She applied for and was promoted to the 17 hour per week position vacated by Deb Kristoff who has been promoted to Library Assistant at Rensselaer Library.

Kim Hunter has been hired as a Rensselaer Page, replacing Rachel Kuhn who was promoted to Library Specialist I when Donna Barko assumed the HR Specialist position.

We have examined and approved the changes to the 2013 Jasper County Public Library Salary Ordinance. Dated 6/10/13.

Debra K. Harper _____
Debra K. George _____
Timothy M. Schutz _____
Janet Hurlbut _____

AUDIOVISUAL EQUIPMENT LOAN POLICY

This policy applies to all A-V equipment available for loan except the LCD Projector, which has a separate policy for its use by patrons.

1. All audiovisual equipment available for loan may be borrowed for a period of 24 hours only unless special arrangements have been made ~~through the agency librarian.~~
2. All equipment, that will be used outside of the library requires a \$10 deposit and a \$2.00 per day fee, excluding days the library is closed. The deposit will be returned when the equipment is returned undamaged. The organization or individual is responsible for replacement or repair cost of item beyond normal wear, as determined by staff. An additional fine of \$2.00 per day will be applied for equipment returned after the agreed upon time.
3. No fee will be charged for use of equipment inside the library.
4. Persons borrowing equipment must be at least 18 years of age and be a cardholder in good standing.
5. All employees and board members of JCPL are exempt from paying any fees, deposits or fines, but they are responsible for repair or replacement costs of any item beyond normal wear.

5/94; revised 6/13

Director's Report May 2013

Consent Agenda

You will be approving the minutes of the May board meeting, bills, and financial reports.

2013 Salary Ordinance: There were updates this month. Please refer to R7. **If you approve the Consent Agenda items, you will approve the updates to the 2013 Salary Ordinance.**

Policies for Review: Three policies are up for review in June – Social Media Policy, AV Equipment Loan, Internet Use and Safety. Our Employment Law attorney who drafted the Social Media Policy reviewed it. No revisions are recommended to the Social Media Policy or the Internet Use and Safety Policy. A slight revision is recommended to the AV Equipment Loan Policy. Please see R 10. We have removed 'through the agency librarian' because these special arrangements are generally made through public service staff that schedule the equipment loan, which works very well for staff and patrons. If questions arise (which seldom happens) the agency librarian could still be consulted, but often there is no need for this additional step. **If you approve the Consent Agenda Items you will approve revisions to the AV Equipment Loan Policy as presented.**

Nonresident Borrowing Fee: Our fee is presently \$70. Our per capita operating cost for 2012 was \$65.53. In order to comply with state requirements we must set the cost of our Nonresident Borrowing Fee to equal or exceed \$65.53. In the past our nonresident fee has been a round figure so setting the fee at \$66 would keep us in compliance. If you want to talk about setting a fee other than \$66, you will need to ask that the issue be removed from the Consent Agenda. **If you approve the Consent Agenda items, you will approve setting the Nonresident Borrowing Fee at \$66.**

General Business:

Board Member, Oath of Office- Deana George: Deana George has been reappointed to our Board by the Rensselaer Central School Board. Deana will take her oath of office at our June meeting.

Building Insurance, Agent Overview: Our agent, Stace Pickering, will be present to provide an overview of our current coverage, new carrier, and answer any questions you may have.

Annual Report of Webmaster: Our webmaster will share library website success stories and/or impacts in her annual report.

Debit/Credit Payment Option: Our patrons have been requesting that we accept debit/credit cards as an option for payment of fines and fees. We have researched various options and recommend that this service be made available via Sage with physical terminals. We will look at this option in greater detail at our board meeting. Board approval is needed to offer a debit/credit payment option for patrons.

Memorial Bench – Wheatfield Library: The Friends of the Wheatfield Library would like to fund the placement of a memorial bench for Bethel Strain, a former Friend of the Library who has passed away. When Bethel passed, many friends and family made donations to the Friends of the Library in her memory, and this is how they would like to use the money. I will bring a sketch of the bench and explain where it will be placed and other project details at our June meeting. A board vote is required to approve this permanent bench. Diana and I think it will be a nice addition to the wetland area.

Director's Report:

Long Range Plan/Technology Plan Update: Items we have completed since our last review include: website was moved from one hosting site to another for redundancy, reliability, and improved website management; formed a Pinterest committee and began adding pins; DB Committee researched Zinio; added Playaway View format; Evaluating LS2PAC v2; replaced all self-check PCs with newer computers and updated self-check software; Becky and Linda attended TLC User Group meeting; Sheila attended Automation Counterparts meeting; Mel has created a rotation for material cleaning that works well for library volunteers and ensures that toddler books, easy readers, picture books, YA books, audio books, and DVDs get equal attention; LSTA grant for iPads was submitted to State Library; REMC grant was received to help with purchase of Summer Reading supplies; partnering with schools to promote Summer Reading programs-presentations at the schools; held a Digitization meeting to discuss potential projects, processes, and best practices; attended various community and regional meetings – counterparts, Rotary, Chamber, District; had a booth at Earth Day event in Rensselaer; offered Playaway View Demo Days; DeMotte held their spring festival; attended Foundation Dinner to say thanks for last year's grant; Rensselaer Library offered a St. Joe orchestra program; building maintenance checklists completed; Money Smart Week programs were offered at Rensselaer; celebrated National Library Week with a host of giveaways and promotions; held Let's Be Legendary Day to promote the positivity message; celebrated Children's Book Week; launched our new logo; went AV shopping; unique new programming included Stuffed Animal Sleepover and Mad Hatter Tea Party at Rensselaer; local author visit at DeMotte; DeMotte has added a new railroad map (1909) to Indiana Room; added yearbooks to Wheatfield Library

local history collection; mulched at all libraries; treated ash trees with ash borer preventative at Rensselaer Library; scheduled several State Library continuing education opportunities for staff and invited nearby libraries to participate; offered a variety of computer classes via mobile lab; investigated RDA; viewing LS2PAC training videos; celebrated Teen Tech Week; participated in a survey about TLC training camp.

Staff in each library has been busy preparing for our Summer Reading Program. This year's theme is Dig Into Reading for younger readers, Beneath the Surface for teens, and Groundbreaking Reads for adults. Our Friends groups and many local merchants have provided funds for food and prizes. Staff has done an excellent job of promoting this program through school visits, press releases, in-house signage, our web page, and Facebook.

We have drafted two letters, one for Alliance Bank and one for DeMotte State Bank, naming Rayann Gilmore, Donna Barko, and me as library staff who can contact the banks and seek information regarding our bank accounts. The letters will be signed by Treasurer Janelle Harper. As we have transitioned to new employees in the Business Office it is necessary to submit these letters to the banks for their files.

We will meet with our DLGF Field Rep on July 10 to review budget paperwork. This means that we will need to meet with the Budget Committee either July 8 or 9 to review budget recommendations. It might work best to gather just ahead of the July 8 board meeting. We can discuss this further at our June meeting.

System Administrator News

Sheila attended the Indiana State Library Broadband Summit in May. The Indiana Broadband Summit covered broadband accessibility and connectivity from both a statewide and national perspective. Sessions were led by Indiana's Geographic Information Officer, ENA and Urban Libraries Council. The Summit also discussed the Building Digital Communities Framework from the Institute of Museum & Library Services.

Sheila continued preparing pcs for sale, assisted webmaster with website IP switchover, replaced a broken touch monitor on Rensselaer's self-checkout pc, and replaced Wheatfield's PCCop Kiosk with a newer pc. 11 Service Requests were opened and 10 were closed.

Technical Services News

Becky traveled to Muncie, Indiana for a TLC User Group meeting. Topics included the new LS2Pac, web-based LS2Staff, new reports manager, and the TLC ILL group. It was a full day.

When running May reports some reports were not running correctly so TLC was called to troubleshoot. Everything was taken care of in a timely manner.

DeMotte Library News

Karla and Evie visited elementary and middle schools in their area to promote the summer reading program. At the middle school they played their own version of Pictionary which helped students learn about our Books for Bucks program. The Friends of the Library sponsored a Scholastic Book Fair in May.

Brenda reports that the DVD changeover is complete and that the workroom has been reorganized and rearranged with a great team effort.

Rensselaer Library News

May programs featured Mike Booth performing music of the 20s, 30s, and 40s. Second graders visited the library as a part of their field trip day, hearing stories and doing a craft to learn about the importance of recycling. It was fun to see the students sitting on the front library lawn to hear a story.

Jamie and Nancy visited the elementary schools to promote summer reading and offered a daily prize drawing for Children's Book week with 45 participants.

Wheatfield Library News

Our maintenance man was able to replace the art wall lights with fixtures that use an LED bulb which should be longer lasting and easy to maintain.

Rachael and Carolynn visited the elementary, intermediate, and middle schools promoting summer reading activities. Summer Reading registration featured a pool of sand that had students digging for a prize. They could also choose from a variety of books with a digging theme to check out.

Please contact me if you are unable to attend the June board meeting or if you have any questions about materials in your packet.-Patty

JCPL FINANCIAL STATEMENT

May 31, 2013

	<u>Beginning 2013 Balance</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Ending Balance</u>
Operating Fund	\$591,983.31	\$174,045.72	\$815,029.55	\$720,997.87	\$1,031,658.86	\$808,612.62
Public Library Access Card Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$50.00	\$50.00
Gift Fund	\$9,202.35	\$1,639.20	\$5,078.48	\$715.00	\$8,636.78	\$12,760.65
DeMotte	\$2,130.22	\$263.15	\$1,871.94	\$49.00	\$2,243.66	\$2,501.94
Rensselaer	\$4,970.25	\$844.81	\$1,752.91	\$91.00	\$4,404.70	\$7,622.04
Wheatfield	\$2,101.88	\$531.24	\$1,453.63	\$575.00	\$1,988.42	\$2,636.67
Library Improvement Reserve Fund	\$295,486.61	\$0.00	\$0.00	\$38.87	\$151.81	\$295,638.42
Bond & Interest Redemption Fund	\$192,301.65	\$0.00	\$157,640.00	\$158,655.10	\$158,655.10	\$193,316.75
 Rainy Day Fund	 \$304,829.02	 \$0.00	 \$0.00	 \$0.00	 \$0.00	 \$304,829.02
Includes Investments of: \$275,000.00						
State Technology Fund Grant Fund	\$11,472.00	\$1,461.00	\$7,278.87	\$0.00	\$0.00	\$4,193.13
Capital Projects Fund	\$1,251,180.16	\$0.00	\$0.00	\$3.44	\$16.21	\$1,251,196.37
Includes Investments of: \$1,225,000.00						
Host/Hospitality Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levy Excess Fund	\$15,295.30	\$0.00	\$15,295.30	\$0.00	\$0.00	\$0.00
Sales Tax	\$71.40	\$0.00	\$72.28	\$7.35	\$73.60	\$72.72
Construction Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00
Insurance Refund Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$7,763.21	\$40,655.64	\$7,763.21	\$40,655.64	\$0.00
FICA Tax Collected	\$0.00	\$7,057.64	\$35,715.23	\$7,057.64	\$35,715.23	\$0.00
State Tax Collected	\$3,474.60	\$3,162.37	\$16,857.65	\$3,243.10	\$16,626.10	\$3,243.05
County Tax Collected	\$2,652.08	\$2,509.95	\$13,186.45	\$2,583.84	\$13,118.26	\$2,583.89
Deferred Comp.	\$0.00	\$3,072.40	\$15,239.60	\$3,072.40	\$15,239.60	\$0.00
#125 Pre-tax Plan	\$0.00	\$3,098.51	\$16,102.58	\$3,218.84	\$16,222.96	\$120.38
Employee Life Insur.	\$0.00	\$135.16	\$685.80	\$135.88	\$686.52	\$0.72
Employee INPRS	\$0.00	\$2,751.14	\$13,289.60	\$2,751.15	\$13,289.62	\$0.02
Garnishments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Credit Union	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EIC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL ALL FUNDS.....	\$2,678,218.48	\$206,696.30	\$1,152,127.03	\$910,243.69	\$1,350,796.29	\$2,876,887.74

Bank Balances

F2

Jasper County Public Library

Report as of: 5/31/13

<i>Bank</i>		
1	Alliance Bank	\$1,363,178.33
2	Demotte State Bank	\$6,394.51
4	PNC Bank	\$7,044.90
5	Cash On Hand	\$270.00
6	Kentland Bank CD#400043192	\$725,000.00
7		\$0.00
8		\$0.00
9	Kentland Bank CD#400043306	\$500,000.00
10	Kentland Bank CD#400043193	\$275,000.00
<i>Total all banks =</i>		<i>\$2,876,887.74</i>

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Appropriation Report for 100 OPERATING FUND

Jasper County Public Library

Report Date: From 5/1/13 To 5/31/13

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>1. Personal Services</i>							
1.11 SALARY OF LIBRARIAN	\$61,818.00	\$0.00	\$61,818.00	\$5,151.46	\$25,681.90	\$36,136.10	41.5
1.12 SALARY OF ASSISTANTS	\$1,044,764.00	\$0.00	\$1,044,764.00	\$84,764.26	\$431,976.33	\$612,787.67	41.3
1.13 WAGES OF JANITORS	\$67,047.00	\$0.00	\$67,047.00	\$5,433.47	\$25,301.90	\$41,745.10	37.7
1.21 EMPLOYER'S SHARE-FICA	\$89,783.00	\$0.00	\$89,783.00	\$7,057.59	\$35,715.02	\$54,067.98	39.8
1.22 UNEMPLOYMENT COMPENSATION	\$3,329.00	\$0.00	\$3,329.00	\$0.00	\$2,251.72	\$1,077.28	67.6
1.23 EMPLOYER'S CONTRIB.- PERF	\$89,783.00	\$0.00	\$89,783.00	\$7,270.97	\$37,330.43	\$52,452.57	41.6
1.24 EMPLOYER'S CONTRIB.- INS.	\$112,764.00	\$0.00	\$112,764.00	\$8,457.17	\$44,199.16	\$68,564.84	39.2
Subtotal	\$1,469,288.00		\$1,469,288.00	\$118,134.92	\$602,456.46	\$866,831.54	41.0
<i>2. Supplies</i>							
2.11 OFFICIAL RECORDS	\$600.00	\$0.00	\$600.00	\$0.00	\$0.00	\$600.00	0.0
2.12 STATIONERY AND PRINTING	\$450.00	\$0.00	\$450.00	\$0.00	\$0.00	\$450.00	0.0
2.13 OTHER OFFICE SUPPLIES	\$8,000.00	\$0.00	\$8,000.00	\$583.50	\$2,453.27	\$5,546.73	30.7
2.21 CLEANING & SANITATION SUPPLIES	\$6,500.00	\$0.00	\$6,500.00	\$495.04	\$2,170.71	\$4,329.29	33.4
2.23 OTHER OPERATING SUPPLIES	\$8,000.00	\$0.00	\$8,000.00	\$452.43	\$2,697.30	\$5,302.70	33.7
2.31 BUILDING MATERIALS & SUPPLIES	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$3.79	\$2,496.21	0.2
2.32 PAINT AND PAINTING SUPPLIES	\$200.00	\$0.00	\$200.00	\$0.00	\$74.77	\$125.23	37.4
2.33 REPAIR PARTS	\$3,000.00	\$0.00	\$3,000.00	\$5.56	\$345.43	\$2,654.57	11.5

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
2.41 LIBRARY SUPPLIES	\$14,790.00	\$0.00	\$14,790.00	\$953.78	\$4,084.53	\$10,705.47	27.6
2.42 MARKETING SUPPLIES	\$50.00	\$0.00	\$50.00	\$0.00	\$0.00	\$50.00	0.0
Subtotal	\$44,090.00		\$44,090.00	\$2,490.31	\$11,829.80	\$32,260.20	26.8
<i>3. Other Services and Charges</i>							
3.13 LEGAL SERVICES	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$306.25	\$4,693.75	6.1
3.14 OTHER PROFESSIONAL SERVICES	\$13,000.00	\$0.00	\$13,000.00	\$200.00	\$1,408.68	\$11,591.32	10.8
3.145 DATABASES & LICENSING SERVICES	\$20,795.00	\$0.00	\$20,795.00	\$0.00	\$1,590.26	\$19,204.74	7.6
3.146 E-BOOKS SERVICES	\$12,300.00	\$0.00	\$12,300.00	\$0.00	\$3,000.00	\$9,300.00	24.4
3.21 TELEPHONE	\$4,200.00	\$0.00	\$4,200.00	\$252.73	\$965.88	\$3,234.12	23.0
3.22 POSTAGE	\$3,200.00	\$0.00	\$3,200.00	\$0.00	\$372.30	\$2,827.70	11.6
3.23 MILEAGE	\$20,000.00	\$0.00	\$20,000.00	\$1,282.48	\$5,694.19	\$14,305.81	28.5
3.24 PROFESSIONAL MEETINGS	\$7,000.00	\$0.00	\$7,000.00	\$138.78	\$1,297.71	\$5,702.29	18.5
3.25 FREIGHT	\$1,500.00	\$0.00	\$1,500.00	\$197.79	\$667.25	\$832.75	44.5
3.26 NETWORKING	\$59,540.00	\$0.00	\$59,540.00	\$0.00	\$0.00	\$59,540.00	0.0
3.31 ADVERTISING & PUBLIC NOTICES	\$800.00	\$0.00	\$800.00	\$0.00	\$75.96	\$724.04	9.5
3.33 MARKETING ADVERTISING	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.0
3.41 OFFICIAL BONDS	\$250.00	\$0.00	\$250.00	\$0.00	\$200.00	\$50.00	80.0
3.42 OTHER INSURANCE	\$27,500.00	\$0.00	\$27,500.00	\$14,893.00	\$17,442.18	\$10,057.82	63.4
3.51 GAS	\$30,000.00	\$0.00	\$30,000.00	\$1,685.77	\$11,303.32	\$18,696.68	37.7
3.52 ELECTRICITY	\$85,000.00	\$0.00	\$85,000.00	\$6,326.62	\$30,208.81	\$54,791.19	35.5
3.53 WATER	\$2,000.00	\$0.00	\$2,000.00	\$108.55	\$648.00	\$1,352.00	32.4
3.54 WASTE DISPOSAL SERVICES	\$5,700.00	\$0.00	\$5,700.00	\$435.64	\$2,169.46	\$3,530.54	38.1
3.61 BUILDING & STRUCTURES	\$58,920.00	\$0.00	\$58,920.00	\$6,092.53	\$20,480.82	\$38,439.18	34.8

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
3.62 EQUIPMENT REPAIRS	\$880.00	\$0.00	\$880.00	\$0.00	\$434.72	\$445.28	49.4
3.72 EQUIPMENT RENTALS	\$650.00	\$0.00	\$650.00	\$9.95	\$364.75	\$285.25	56.1
3.91 DUES	\$2,800.00	\$0.00	\$2,800.00	\$0.00	\$147.50	\$2,652.50	5.3
3.93 TAXES & ASSESSMENTS	\$325.00	\$0.00	\$325.00	\$0.00	\$240.00	\$85.00	73.8
3.94 TRANSFER TO LIRF	\$120,000.00	\$0.00	\$120,000.00	\$0.00	\$0.00	\$120,000.00	0.0
3.95 BOOK REIMBURSEMENT	\$500.00	\$44.53	\$544.53	\$14.99	\$86.15	\$458.38	15.8
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$120.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$106,745.00	\$0.00	\$106,745.00	\$1,729.07	\$31,182.77	\$75,562.23	29.2
Subtotal	\$590,225.00	\$44.53	\$590,269.53	\$33,367.90	\$130,286.96	\$459,982.57	22.1
<i>4. Capital Outlays</i>							
4.4 FURNITURE & EQUIPMENT	\$39,255.00	\$0.00	\$39,255.00	\$810.06	\$3,065.06	\$36,189.94	7.8
4.51 BOOKS	\$150,000.00	\$0.00	\$150,000.00	\$10,942.63	\$46,443.61	\$103,556.39	31.0
4.52 PERIODICALS & NEWSPAPERS	\$25,000.00	\$0.00	\$25,000.00	\$1,532.80	\$6,832.68	\$18,167.32	27.3
4.53 NONPRINTED MATERIALS	\$56,913.00	\$0.00	\$56,913.00	\$6,767.10	\$14,114.98	\$42,798.02	24.8
Subtotal	\$271,168.00		\$271,168.00	\$20,052.59	\$70,456.33	\$200,711.67	26.0
Grand Total	\$2,374,771.00	\$44.53	\$2,374,815.53	\$174,045.72	\$815,029.55	\$1,559,785.98	34.3

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Appropriation Report for**155 STATE TECHN.FUND GRANT****Jasper County Public Library****Report Date: From 5/1/13 To 5/31/13**

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
3. Other Services and Charges							
3.26 NETWORKING	\$0.00	\$0.00	\$0.00	\$1,461.00	\$7,278.87	(\$7,278.87)	0.0
Subtotal	\$0.00		\$0.00	\$1,461.00	\$7,278.87	(\$7,278.87)	0.0
Grand Total	\$0.00	\$0.00	\$0.00	\$1,461.00	\$7,278.87	(\$7,278.87)	0.0

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Changes to Appropriations

<i>Date</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Reason</i>
2/11/13	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$9.95	Refund on Lost Bk Pd 1/18/13 & Found - A/P#75
3/11/13	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$8.60	Refund on Lost Bk Pd 1/29/13& Found - A/P#197
4/8/13	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$13.99	Refund on Lost Bk Pd 2/4/13 & Found - A/P#263
4/8/13	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$11.99	Refund on Lost Bk Pd 2/21/13 & Found - A/P#279

Net Changes by Fund

<i>Fund Number</i>	<i>Net Change</i>
100	\$44.53

Voucher List
Jasper County Public Library

Report Date: From **5/1/13** To **5/31/13**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	329	PAYROLL	5/10/13	PAYROLL	\$47,274.86
0	330	ALLIANCE BANK	5/10/13	Direct deposit fees April 2013	\$36.80
0	331	BILL HROMADA	5/10/13	Courier mileage 4-16 to 4-30-13 (conf. #2)	\$372.90
0	332	GREAT-WEST RETIREMENT S	5/10/13	Annuity withheld from 5/10/13 payroll (conf. #4)	\$1,536.20
0	333	INDIANA DEPARTMENT OF RE	5/10/13	EFT-State & County Taxes withheld April 2013 payrolls (ref.#66466)	\$5,672.32
0	334	INPRS fbo PERF	5/10/13	5/10/13 payroll contributions	\$4,965.52
0	335	IRS USA TAXPAYMENT	5/10/13	EFT-FICA & Federal taxes withheld from 5/10/13 payroll Ref. #81549549	\$10,845.40
0	336	TOWN OF DEMOTTE	5/10/13	DeM: sewer-April (conf. #1)	\$71.90
0	337	TOWN OF WHEATFIELD	5/10/13	Wh: sewer May (Conf. #3)	\$56.65
32159	338	AARON'S LAWN CARE	5/13/13	Rens spring cleanup, mulching, & mowing; Wh spring cleanup, mulching, & mowing; Dem spring cleanup, mulching, & mowing	\$2,700.00
32160	339	ACE HARDWARE	5/13/13	glue, nuts & bolts, doorbell	\$20.01
32161	340	ALCO STORES, INC.	5/13/13	Demotte Children's supplies	\$6.48
32162	341	ALLIED WASTE SERVICES #71	5/13/13	Wh trash service, May	\$54.88
32163	342	ANTHEM BLUE CROSS BLUE	5/13/13	Health premiums May, 17 employees	\$10,701.26
32164	343	ANTHEM LIFE	5/13/13	Life Insurance premiums, May	\$93.60
32165	344	BAKER & TAYLOR	5/13/13	Books, Continuations, AV, Auto. Yours	\$7,282.44
32166	345	BAKER & TAYLOR ENTERTAIN	5/13/13	DVDs	\$218.39
32167	346	BLUETARP FINANCIAL, INC	5/13/13	Galvanized wire, plug for vacuum cleaner	\$5.56
32168	347	BRENDA THOMPSON	5/13/13	Mileage 3/15-4/19/13; B2B meetings, mgt meeting	\$71.19
32169	348	BUSINESS CARD	5/13/13	books, summer reading prizes, Video surveillance signage, tagging gun, B2B expenses, school visit supplies, branch counterparts expenses, mgt meeting expenses, DVDs, CDs, AV shopping expenses,	\$4,406.15
32170	349	CARDINAL OFFICE PRODUCT	5/13/13	Dem quarterly maintenance agreement on work room copier	\$452.52
32171	350	CDW GOVERNMENT, INC	5/13/13	17 inch USB	\$662.16
32172	351	CENTER POINT PUBLISHING	5/13/13	Books	\$183.96
32173	352	CENTURYLINK	5/13/13	Rens local phone & fax service May	\$118.43
32174	353	CHICAGO TRIBUNE	5/13/13	WH newspaper subscription May 9-Nov. 6, 2013	\$195.00
32175	354	CLAUSS BAKERY & CAFÉ	5/13/13	LEGENDARY DAY EXPENSES	\$36.00
32176	355	COMMUNITY MEDIA GROUP, I	5/13/13	Dem Rens Republican newspaper subscription 6/1/13- 5/31/14	\$125.00
32177	356	CONSOLIDATED INSURANCE	5/13/13	Semi-annual premium for building insurance; annual premium for workman's comp	\$14,893.00
32178	357	CULLIGAN WATER CONDITIO	5/13/13	Wh water cooler rental 4/30/13-5/31/13	\$9.95
32179	358	D & S COMPUTER SERVICES	5/13/13	hosting 2nd quarter 2013	\$120.00
32180	359	DAVIDSON TITLES INC.	5/13/13	Books	\$1,138.85
32181	360	DAVIS WATER SERVICES, INC	5/13/13	Dem: rust buster salt, solar salt	\$375.00
32182	361	DELTA DENTAL	5/13/13	Dental Ins. Premiums, May, 18 employees	\$504.44
32183	362	DEMOTTE DECORATIVE STO	5/13/13	DeM mulch 10 yds	\$375.00
32184	363	DONNA BARKO	5/13/13	mileage 01/31/13-4/20/13 marketing mtg, marketing outreach, deposits, earth day; totes for ILL transport	\$39.62
32185	364	ENA SERVICES LLC	5/13/13	internet service for April 2013	\$1,461.00
32186	365	FLEX-PAC INC	5/13/13	handsoap	\$103.39
32187	366	GAYLORD BROS.	5/13/13	archival file folders, archival paper, rare book box	\$170.99
32188	367	HEARTLAND AG-BUSINESS G	5/13/13	Books	\$18.00
32189	368	IBT VIDEO SYSTEMS, INC.	5/13/13	UPS backup power supply	\$90.00
32190	369	INDIANA DEPARTMENT OF EN	5/13/13	Annual public water system fee- DeM & WH	\$200.00

F4b					
<i>Warrant</i>	<i>Claim</i>				
<i>Number</i>	<i>Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
32191	370	INTELLIGENT CLEANING SYS	5/13/13	paper towels, mfold towels, toilet tissue	\$361.32
32192	371	JAMIE JONES	5/13/13	summer reading prizes	\$21.00
32193	372	JASPER FOUNDATION, INC.	5/13/13	annual celebration banquet	\$18.00
32194	373	KIRBY RISK CORPORATION	5/13/13	light bulbs	\$57.42
32195	374	KONE, INC.	5/13/13	DeM elevator maintenance agreement 2nd quarter 2013	\$381.93
32196	375	LIBRARY VIDEO COMPANY	5/13/13	DVDs	\$61.80
32197	376	LINDA THOMPSON	5/13/13	15 yr anniversary gift card for Nanette Speacht	\$30.00
32198	377	LIVE OAK MEDIA	5/13/13	audio books	\$175.61
32199	378	THE LOCK DOCTOR	5/13/13	Rens repair automatic door & align staff door	\$165.00
32200	379	MANUFACTURERS' NEWS, IN	5/13/13	Continuations	\$155.54
32201	380	MARLENE BEEDLE	5/13/13	mileage 4/29/13 positivity meeting	\$24.86
32202	381	MELISSA J. WIDNER	5/13/13	mileage ILF conference Dist. 1 4/29/13	\$77.00
32203	382	MIDWEST TAPE	5/13/13	DVDs	\$10.04
32204	383	NETWISE RESOURCES LLC	5/13/13	Rens & Wh staff copiers service agreement quarterly	\$594.62
32205	384	NIPSCO	5/13/13	DeM gas & electric 4/4/13 - 5/6/13; WH gas & electric 4/1/13 - 5/1/13	\$5,072.39
32206	385	OFFICE DEPOT	5/13/13	DVD folders, coloring coding labels, paper clips, construction paper, post-it notes, double-sided tape, contact paper, binders, envelopes, washable markers, rubberbands, typewriter ribbon, filament tape	\$559.07
32207	386	OLLIS BOOK CORPORATION	5/13/13	Books	\$1,172.85
32208	387	PATTY STRINGFELLOW	5/13/13	Mileage 4/8-4/24/13: Board Meeting, Branch Visits	\$74.58
32209	388	POST TRIBUNE	5/13/13	Wh: newspaper subscription 5/26/13-5/24/14	\$195.00
32210	389	PRECISION CONTROL SYSTE	5/13/13	Rens: Repair valve @ air handler #1, install new linkage kit & reinsulate, checked valve/actuator operation, installed new belt on bathroom exhaust fan box, strange noise coming from ceiling by VAV 12, valve had old leak & was noisy at shut off, replaced valve spring kit, checked operation	\$1,276.29
32211	390	QUILL CORPORATION	5/13/13	Toner cartridges, disposable gloves, acrylic tape, butterfly clamps	\$375.22
32212	391	RACHAEL CAVINDER	5/13/13	Mileage 4/4-4/18/13: AV Shopping, Management Meeting, Meet with Book Salesman	\$62.15
32213	392	ROSEN PUBLISHING	5/13/13	Books	\$927.26
32214	393	SCHOLASTIC BOOK FAIRS	5/13/13	DeM: Children's supplies	\$15.32
32215	394	SCHOLASTIC LIBRARY	5/13/13	Continuations	\$156.00
32216	395	SCHOLASTIC LIBRARY PUBLI	5/13/13	Books	\$483.71
32217	396	SCHOLASTIC INC.	5/13/13	Summer Reading Books	\$503.25
32218	397	SIMPLEXGRINNELL	5/13/13	DeM: Replaced set of 6.2 Ah batteries in fire alarm panel	\$384.24
32219	398	THE TIMES	5/13/13	Wh: Newspaper subscription thru 5/19/14	\$221.00
32220	399	TLC HOME IMPROVEMENTS, L	5/13/13	Rens: Mulch	\$415.00
32221	400	VISION SERVICE PLAN- (IN)	5/13/13	Vision Ins. Premiums- May, 17 employees	\$182.06
32222	401	WALL STREET JOURNAL	5/13/13	Wh: 2yr newspaper subscription	\$796.80
32223	402	WAL-MART COMMUNITY/GEC	5/13/13	Annual Tracphone subscription, children's supplies, Afterschool Program supplies, cleaning supplies, DVDs, CDs, Tuesday Movie Program expense, Cake Program supplies	\$2,252.83
32224	403	WASTE MANAGEMENT	5/13/13	DeM: Trash Pick-up, May	\$70.76
32225	404	YVONNE DEL VECCHIO	5/13/13	Mileage 3/1-4/29/13: Walking Books, Book Club, Pinterest Committee Meeting, deliver Community Connections	\$75.82
32226	405	LINDA POORTENGA	5/13/13	Mileage 4/11-5/3/13: Management Meeting, Bank Deposit, B2B, Friends program, Branch Counterparts Meeting, Chamber Ribbon Cutting	\$79.89
32227	406	LINDSAY NORTHCUTT	5/13/13	Patron overpaid for lost book	\$14.99
32228	407	DEMCO	5/13/13	Slatwall easels, polyfit, DVD trays	\$918.64
32229	408	GAYLORD BROS.	5/13/13	Book cradle, Library Logo note cubes	\$83.25

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
32230	409	PRECISION CONTROL SYSTE	5/13/13	DeM: no leads from smoke duct detector to shutdown air handler, installed 2 relays, one for dms alarm & second fro frequency drive, wired into drive & dms	\$686.00
32231	410	RAYANN GILMORE	5/13/13	Mileage 4/4-5/10/13: Bank Deposits, Post Office, Courthouse, Management Meeting, Deliver Board Packets	\$43.45
32232	411	TRUGREEN PROCESSING CE	5/13/13	Wh: Lawn Fertilization & Weed Control	\$91.00
32233	412	UNIQUE MANAGEMENT SERVI	5/13/13	Collections: Initial/Secondary Placements- April	\$143.20
0	413	PAYROLL	5/24/13	PAYROLL	\$48,074.33
0	414	BILL HROMADA	5/24/13	Courier mileage 5/1-5/15/13 (conf. #7)	\$372.90
0	415	CENTURYLINK	5/24/13	Wh: Local Phone Service- 5/7-6/1/13(conf# 5)	\$38.50
0	416	CENTURYLINK	5/24/13	Wh: Fax Service- 5/7-6/6/13 (conf# 6)	\$14.28
0	417	GREAT-WEST RETIREMENT S	5/24/13	Annuity withheld from 5/24/13 payroll (conf. #8)	\$1,536.20
0	418	INPRS fbo PERF	5/24/13	5/24/13 payroll contributions	\$5,056.59
0	419	IRS USA TAXPAYMENT	5/24/13	EFT-FICA & Federal taxes withheld from 5/24/13 payroll Ref. #22769114	\$11,033.04
0	420	AFLAC	5/24/13	Supplemental Ins.- May 2013 (conf# 9)	\$209.48
0	421	CITY OF RENSSELAER	5/24/13	Rens: Utilities 4/9-5/8/13 (conf# 10)	\$3,230.00
Total Amount of Claims					\$206,696.30

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, June 03, 2013

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$206,696.30

Date this 10th day of June, 2013.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

JASPER COUNTY PUBLIC LIBRARY
Receipt Breakdown
May 31, 2013

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
FINES & FEES:			\$2,523.25	\$13,908.14
DeMotte	\$810.70	\$4,207.77		
Rensselaer	\$1,096.07	\$6,141.12		
Wheatfield	\$616.48	\$3,559.25		
PHOTOCOPIES:			\$852.63	\$4,218.70
DeMotte	\$356.00	\$1,735.55		
Rensselaer	\$261.43	\$1,588.40		
Wheatfield	\$235.20	\$894.75		
INTEREST (Checking, Repurchase, CDs):.....			\$46.57	\$338.66
TAXES:			\$717,470.51	\$996,279.60
Property Tax	\$589,971.02	\$589,971.02		
LOIT	\$17,903.58	\$89,517.91		
License Excise Tax	\$49,857.98	\$49,857.98		
Financial Institution Tax	\$1,233.91	\$1,233.91		
CVET(Commercial Vehicle Excise)	\$6,705.33	\$6,705.33		
Local Option/Certified Shares	\$42,698.46	\$213,492.30		
Local Option/Property Tax Repl.	\$9,100.23	\$45,501.15		
TAXABLE SALES:-.....			\$4.91	\$39.42
REFUNDS:			\$100.00	\$16,874.34
Rebates/Refund	\$0.00	\$125.00		
Insurance Claims/Reimbursements	\$0.00	\$0.00		
Meeting Room Rental	\$100.00	\$800.00		
Reimbursement	\$0.00	\$0.00		
Fixed Asset Sales	\$0.00	\$450.00		
Miscellaneous Receipts	\$0.00	\$204.04		
Interfund Transfer	\$0.00	\$15,295.30		
TOTAL OPERATING FUND RECEIPTS.....			\$720,997.87	\$1,031,658.86
PLAC FUND:.....			\$0.00	\$50.00
GIFT FUNDS:			\$715.00	\$8,636.78
DeMotte	\$49.00	\$2,243.66		
Rensselaer	\$91.00	\$4,404.70		
Wheatfield	\$575.00	\$1,988.42		
LIB. IMPROV. RESERVE FUND:			\$38.87	\$151.81
Interest Earned	\$38.87	\$151.81		
Transfer from OPERATING	\$0.00	\$0.00		
BOND & INTEREST REDEMPTION FUND:			\$158,655.10	\$158,655.10
Property Tax	\$146,659.46	\$146,659.46		
License Excise Tax	\$10,347.88	\$10,347.88		
Financial Institution Tax	\$256.09	\$256.09		
CVET(Commercial Vehicle Excise)	\$1,391.67	\$1,391.67		
Interfund Transfer	\$0.00	\$0.00		
RAINY DAY FUND:			\$0.00	\$0.00
Special CAGIT Distribution	\$0.00	\$0.00		
Interest Earned	\$0.00	\$0.00		
STATE TECHNOLOGY FUND GRANT FUND:-.....		\$0.00	\$0.00	\$0.00
CAPITAL PROJECTS FUND:			\$3.44	\$16.21
Interest Earned	\$3.44	\$16.21		
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Interfund Transfer	\$0.00	\$0.00		
HOST/HOSPITALITY FUND:-.....			\$0.00	\$0.00
LEVY EXCESS FUND:-.....			\$0.00	\$0.00
SALES TAX:-.....			\$7.35	\$73.60
CASH CHANGE FUND			\$0.00	\$0.00
SUB-TOTAL (page 1).....			\$880,417.63	\$1,199,242.36

WITHHOLDING ACCOUNT FUNDS:

FIT Tax Collected	\$7,763.21	\$40,655.64
FICA Collected	\$7,057.64	\$35,715.23
State Tax Collected	\$3,243.10	\$16,626.10
County Tax Collected	\$2,583.84	\$13,118.26
Deferred Comp Plan	\$3,072.40	\$15,239.60
Pre-tax Insurance Plans	\$3,218.84	\$16,222.96
Life Insurance	\$135.88	\$686.52
INPRS	\$2,751.15	\$13,289.62
Garnishments	\$0.00	\$0.00
Credit Union	\$0.00	\$0.00

\$29,826.06

\$151,553.93

TOTAL RECEIPTS - ALL FUNDS.....**\$910,243.69****\$1,350,796.29**

Voucher List
Jasper County Public Library

Report Date: From 6/1/13 To 6/10/13

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
32234	422	AARON'S LAWN CARE	6/10/13	DeM, Rens, & Wh: Mowing and edging	\$935.00
32235	423	ACE HARDWARE	6/10/13	Toilet repair parts, door stops, splashblock	\$17.76
32236	424	ALCO STORES, INC.	6/10/13	Middle School Visit supplies	\$5.99
32237	425	ALLIED WASTE SERVICES #71	6/10/13	Wh: Trash Service- June	\$54.88
32238	426	AMSTERDAM	6/10/13	Fountain Soda Tumblers with logo	\$421.14
32239	427	ANTHEM BLUE CROSS BLUE	6/10/13	Health premiums June, 18 employees	\$11,883.72
32240	428	ANTHEM LIFE	6/10/13	Life Insurance premiums, June	\$99.54
32241	429	BAKER & TAYLOR ENTERTAIN	6/10/13	DVDs	\$271.35
32242	430	BAKER & TAYLOR	6/10/13	Books, Continuations, AV, Auto. Yours	\$8,434.25
32243	431	BANK OF NEW YORK MELLON	6/10/13	2004 Bond Payment	\$160,140.00
32244	432	BLUETARP FINANCIAL, INC	6/10/13	Toilet, screws, towel roll-blue, flashing sealant	\$163.28
32245	433	BRENDA THOMPSON	6/10/13	Mileage 5/31/13: B2B; B2B expenses	\$42.00
32246	434	BROWN'S GARDEN & FLORAL	6/10/13	Rens: Ash Tree Treatment	\$175.00
32247	435	CARRIAGE PAPER PRODUCT	6/10/13	Toner, receipt paper rolls	\$191.56
32248	436	CAROLYNN DeVRIES	6/10/13	Mileage 5/30/13: Scholastic Warehouse Sale	\$76.84
32249	437	CATHOLIC WORD	6/10/13	Books	\$51.19
32250	438	CENTER POINT PUBLISHING	6/10/13	Books	\$48.00
32251	439	GALE/CENGAGE LEARNING	6/10/13	Books	\$93.23
32252	440	CRESTLINE SPECIALTIES, INC	6/10/13	Pocket Cleaning Cloths with logo	\$197.50
32253	441	CHARLES RYAN DEMLER	6/10/13	Summer Reading Performer	\$750.00
32254	442	CULLIGAN WATER CONDITIO	6/10/13	Wh: Water Cooler Rental-June; 5 gallon drinking water-7	\$59.20
32255	443	DAVIDSON TITLES INC.	6/10/13	Books	\$1,731.94
32256	444	DELTA DENTAL	6/10/13	Dental Ins. Premiums, June, 18 employees	\$504.44
32257	445	DEMOTTE DECORATIVE STO	6/10/13	Wh: 32.5 yards gold mulch	\$1,227.50
32258	446	ENA SERVICES LLC	6/10/13	Internet service for May 2013	\$1,461.00
32259	447	FAEGRE BAKER DANIELS	6/10/13	Legal Assistance on personnel matters	\$781.00
32260	448	FFC FENCING CO.	6/10/13	Rens: Remove damaged fence section, replace bent bottom rail with new bottom rail, reinstall fence section	\$175.00
32261	449	FINDAWAY WORLD, LLC	6/10/13	Playaway Views	\$799.92
32262	450	GEORGIA MCKIM	6/10/13	Reimbursement for lost book previously paid for.	\$31.95
32263	451	INDIANA LIBRARY FEDERATIO	6/10/13	ILF District 1 Conference- 3 Registrations	\$265.00
32264	452	INFOGROUP	6/10/13	Continuations	\$620.00
32265	453	JASPER COUNTY HISTORICAL	6/10/13	Vintage Views	\$7.50
32266	454	JAMES R. LITTLE	6/10/13	Faucet, plumbing lines, splashblock, lightbulbs	\$216.41
32267	455	LINDA POORTENGA	6/10/13	Mileage 5/8-5/15/13: Librarians Council Meeting, TLC User Meeting	\$47.46
32268	456	THE LOCK DOCTOR	6/10/13	Wh: Repair lock on the inside of panic exit device on main entrance door	\$135.00
32269	457	MELISSA J. WIDNER	6/10/13	Reimbursement for lost book previously paid for.	\$18.95
32270	458	MIDWEST TAPE	6/10/13	DVDs	\$52.97
32271	459	OLLIS BOOK CORPORATION	6/10/13	Books	\$914.70
32272	460	PATTY STRINGFELLOW	6/10/13	Tacky glue	\$3.93
32273	461	PEGGY WOODS	6/10/13	Mileage 4/10-5/24/13: pickup pizza for staff party, AV return, AV shopping, Courthouse, pickup pies for staff anniversary, supply shopping, Post Office	\$16.05
32274	462	POST TRIBUNE	6/10/13	DeM: Newspaper subscription 6/22/13-6/20/14	\$195.00
32275	463	PROQUEST LLC	6/10/13	Microfilm of Rens Republican (9/1/12-12/31/12)	\$81.02
32276	464	QUILL CORPORATION	6/10/13	11x17 copy paper, correction tape, toner	\$183.13
32277	465	RACHAEL CAVINDER	6/10/13	Mileage 5/6-5/16/13: Preschool Visit, Summer Reading Shopping, Management Meeting	\$57.63

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
32278	466	REBECCA AMALONG	6/10/13	Mileage 4/11-5/13/13: Management Meeting, TLC Users Group Meeting	\$176.28
32279	467	RECORDED BOOKS, LLC	6/10/13	Audiobooks	\$2,230.76
32280	468	RENSSELAER CENTRAL HIGH	6/10/13	Yearbooks 1983, 2003, 2011, 2012	\$120.00
32281	469	ROTARY CLUB of RENSSELAER	6/10/13	March & April dues and meals	\$108.00
32282	470	ROBERT HUNT	6/10/13	Summer Reading Performer	\$900.00
32283	471	ROEING CORP.	6/10/13	Tech Maintenance Support - 3rd Installment 2013	\$7,500.00
32284	472	SCHOLASTIC INC.	6/10/13	Books	\$144.38
32285	473	SHEILA MAXWELL	6/10/13	Mileage 1/3-5/30/13: Branch Visits, Positivity Committee Meetings, Automation Counterparts Meetings, Broadband Summit, Pinterest Class; Counterparts expenses, 6' RCA cable, Parking	\$609.76
32286	474	SIMPLEXGRINNELL	6/10/13	Wh: relocated 2 smoke detectors, checked system	\$650.00
32287	475	SVT, LLC	6/10/13	Management Meeting expenses, gloves	\$27.31
32288	476	THE LIBRARY CORPORATION	6/10/13	Library Solutions Software Support, Marc Records Access, Hosting Services Sept. 2013- Aug. 2014; Reports Manager Renewal July 2013-June 2014	\$29,489.00
32289	477	TOWN OF DEMOTTE	6/10/13	DeM: sewer-May	\$71.90
32290	478	TOWN OF WHEATFIELD	6/10/13	Wh: sewer- June	\$56.65
32291	479	VISION SERVICE PLAN- (IN)	6/10/13	Vision Ins. Premiums- June, 18 employees	\$202.76
32292	480	WAL-MART COMMUNITY/GEC	6/10/13	Coloring Contest prizes, children's supplies, Summer Reading prizes, Teen Read Program supplies, Third Thursday supplies, wipes, DVDs	\$468.56
32293	481	WASTE MANAGEMENT	6/10/13	DeM: Trash Pick-up, June	\$70.76
0	482	PAYROLL	6/10/13	PAYROLL	\$50,290.15
0	483	ALLIANCE BANK	6/10/13	Direct Deposit fees month of May 2013	\$36.50
0	484	BILL HROMADA	6/10/13	Courier Mileage 5/16 - 5/31/2013 conf. #11	\$385.33
0	485	GREAT-WEST RETIREMENT S	6/10/13	Annuity withheld from 6/10/13 payroll conf. #12	\$1,536.20
0	486	INDIANA DEPARTMENT OF RE	6/10/13	EFT - State & County Taxes w/held May 2013 payrolls Ref #03427	\$5,826.94
0	487	INPRS fbo PERF	6/10/13	6/10/13 Payroll Contributions	\$5,350.30
0	488	IRS USA TAXPAYMENT	6/10/13	EFT-FICA & Federal Taxes w/held 6/10/13 Ref #55198926	\$11,615.92
32294	489	4-COUNTY SUPPLY	6/10/13	DeM: V551 Breaker Kit	\$11.07
32295	490	4 IMPRINT	6/10/13	Book Lights, Jar Openers, Mood Pencils, Beach Mats	\$2,567.04
32296	491	BUSINESS CARD	6/10/13	TLC User Group Meeting expenses, Summer Reading Shopping expenses, Summer Reading prizes, Scholastic Bookfair expenses, children's supplies, refrigerator repair parts, vacuum repair parts, office chair, Staff Anniversary expenses, DVDs	\$955.94
32297	492	CARI KNIP	6/10/13	Reimbursement for lost book previously paid for.	\$17.95
32298	493	CENTURYLINK	6/10/13	Rens: Local Phone & Fax Service- June	\$119.44
32299	494	FOR GOODNESS SAKE PROD	6/10/13	DeM: Everglades of the North program presenter	\$100.00
32300	495	HERITAGE OFFICE PRODUCT	6/10/13	Name plate, nametag	\$25.30
32301	496	HP PRODUCTS	6/10/13	Toilet Bowl Cleaner, Gleme Glass Cleaner, Trashbags	\$225.54
32302	497	JASPER COUNTY HOSPITAL	6/10/13	Water Testing	\$20.00
32303	498	KIRBY RISK CORPORATION	6/10/13	Lightbulbs	\$243.33
32304	499	KOLORTECH, INC.	6/10/13	Lightbulbs	\$337.20
32305	500	MIDWEST COLLABORATIVE F	6/10/13	Online Databases (Ancestry Library, HeritageQuest, Tumblebooks) 7/1/13-6/30/14, MCLS Annual Membership Fee (7/1/13-6/30/14)	\$2,907.56
32306	501	NIPSCO	6/10/13	DeM: Gas & Electric Service 5/6-6/5/13; Wh: Gas & Electric Service 5/1-6/4/13	\$5,467.15
32307	502	LAURIE STEELE	6/10/13	Online Database (Read the Books) 7/1/13-6/30/14	\$890.00
32308	503	RELIABLE EXTERMINATORS, I	6/10/13	DeM: Interior & Exterior Treatment; Rens: Exterior Treatment	\$402.00
32309	504	SMART STORAGE LLC	6/10/13	Wh: shelf for juvenile area	\$77.51
32310	505	TARA BLACKWELL	6/10/13	Reimbursement for lost book previously paid for.	\$12.99

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
32311	506	UNIQUE MANAGEMENT SERVI	6/10/13	Collections: Initial/Secondary Placements- May	\$143.20
Total Amount of Claims					\$326,029.61

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, June 10, 2013

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$326,029.61

Date this 10th day of June, 2013.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

JULY

**Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, July 8, 2013, 6pm
Rensselaer Public Library**

Opening of Meeting

Moment of Silence

Approval of Consent Agenda & Consent Agenda Items

Action

Minutes of June Board Meeting
Bills/Financial Reports
Policy Review (R 10)
Workshop Request (R 15)

General Business

DeMotte Touch of Dutch Festival (R 15)	Action
LSTA Technology Sub-Grant (R 15-R 16)	Action
Health Insurance – Offer for Early Renewal (R 16)	Action
Library Web Site – posting Board Meeting minutes (R 16)	Discussion

Director's Report (R 15-R 18)

Information

Items for Future Agendas

Public Forum

Adjournment

To inform, enrich, and empower our diverse community.

MINUTES

Jasper County Public Library Board of Trustees
6:00 PM

June 10, 2013
Rensselaer Library

Present: Janelle Harper, Timothy Schultz, Janet Umlauf, Deana George, Patricia Stringfellow, Rayann Gilmore, Melissa Widner, Stace Pickering

Absent: Jody Melton, Mari Anne Sayler, Natalie Waling

Agenda & Consent Agenda Approval: In the absence of both the President and Vice-President, T. Schultz presided over the meeting. The Consent Agenda and Consent Agenda items including the May Board Meeting Minutes, bills/financial reports, Non-Resident Borrowing Fee change to \$66, and AV Equipment Loan Policy revisions, and updates to the Salary Ordinance were approved as presented on a motion by J. Umlauf, seconded by D. George. Motion passed.

Board Member, Oath of Office: D. George has been reappointed to our Board by the Rensselaer Central School Board. She took her oath of office.

Building Insurance, Agent Overview: Our agent, Stace Pickering, provided an overview of our current coverage and answered questions. He explained the property coverage is broken down into coverage on the buildings and coverage on the contents in those buildings and also noted the current coverage amounts for each building. The coverage on contents is updated annually as the library purchases new equipment and removes items no longer needed. The library provides a current list of fixed assets to our agent. General liability coverage is for injuries that happen on the property. The commercial auto coverage is liability coverage for the library if an employee is injured while driving their own vehicle on library business. Workers Compensation covers workplace injuries and is also updated annually to keep up with current payroll amounts. The commercial umbrella coverage is extra liability coverage. Benefits within these policies include data compromise, electronic data, sewer backup, and coverage for the Milroy Collection. Stace also explained a little about the current insurance market and effects on premiums.

Annual Report of Webmaster: Webmaster, Melissa Widner, presented her annual report to the Board. She informed the Board the Library now has an online presence with Foursquare and Pinterest. Foursquare is a "mobile game" that allows patrons to check in at the different branches of the library. The patron with the most check-ins at a location becomes that location's "Mayor." Currently we are rewarding the Mayor of each branch with extra movie check-outs. Pinterest is a website that allows us to create "Boards" that showcase our programs, booklists, craft ideas, and more. A staff committee contributes content. Currently, we have 51 followers including other libraries. This is a great way to not only reach out to our own patrons but also to share program and craft ideas with other libraries. A new database called Read the Books was recently added. This database features the Accelerated Reading Lists for the area schools and allows patrons to check our catalog for the book. A page allowing staff to log-in from home and retrieve staff contact information during weather closings was added to the website. Currently the website is being redesigned to include the new library logo.

Debit/Credit Payment Option: Our patrons have been requesting that we accept debit/credit cards as an option for payment of fines and fees. We have researched various options with patron and staff experience in mind and recommend that this service be made available via Sage with physical terminals. We also recommend that a minimum charge be set at \$5 and that phone transactions not be allowed. The library is allowed to charge a fee to patrons for this

service. After we are up and running and have a better sense of fees the library is being assessed per transaction, we would like to bring a recommendation to the board regarding fees for this service. The library budget is sufficient to cover the purchase of equipment and annual cost for service. J. Umlauf moved to offer a debit/credit card payment option to patrons using Sage with physical terminals at each branch, setting the minimum charge at \$5 and not allowing telephone transactions. The motion was seconded by D. George. Motion passed. Implementation will likely occur in late summer or early fall.

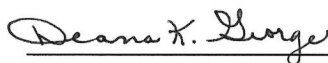
Memorial Bench-Wheatfield Library: The Friends of the Wheatfield Library would like to fund the placement of a bench in memory of Bethel Strain, a former Friend of the Library who has passed away. When Bethel passed, many friends and family made donations to the Friends of the Library in her memory, and this is how the Friends would like to use the money. P. Stringfellow passed around a sketch of the bench for the Board to see and explained specifications and that the bench would be placed near the south wetland area at the Wheatfield Library. D. George moved to approve the memorial bench at the Wheatfield Library, seconded by J. Harper. Motion passed.

Director's Report: Property tax revenue is coming in as expected. The Library has received about 54% of anticipated property tax and license excise tax thus far.

Letters have been drafted for Alliance Bank and DeMotte State Bank designating Patty Stringfellow, Rayann Gilmore, and Donna Barko as staff who may seek information regarding Library bank accounts. These letters were signed by J. Harper, Board Treasurer, and will be delivered to each bank for their files. Changes in Business Office staff necessitated these letters.

Our meeting with the DLGF field representative has been scheduled for July 10. P. Stringfellow explained that the Budget Committee will need to meet sometime July 8 or 9 to review the proposed budget before we meet with the DLGF representative. We will establish a date and time that works best for all.

Adjournment: With no further matters for discussion J. Umlauf moved to adjourn, seconded by D. George at 7:20 PM.


Deana George, Secretary


Attest: T. Schultz, President Pro-Tem

CIRCULATION BY HOLDINGS CODE
June 2013

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	46	0	5	51
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJBPF)	0	0	0	0
Award Winning fiction (DAWFIC)	53	2	0	55
Award Winning non-fiction (DAWNF)	3	0	0	3
Award Winner YAFIC (DAYAF)	5	0	0	5
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	24	4	0	28
Blu-Ray (DBR)	105	0	0	105
Books on CD (DBKCD)	165	12	3	180
Books on Tape (DBKT)	0	0	0	0
Compact Disc (DCD)	440	31	6	477
Digital Audiobooks (DDA)	30	1	0	31
DVD (DDVD)	1917	26	7	1950
Equipment (DEQP)	60	0	0	60
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	38	0	0	38
Fiction (DFIC)	809	32	32	873
Fiction Fantasy (DFICF)	13	1	2	16
Fiction Mystery (DFICM)	97	4	2	103
Fiction New (DFICNEW)	402	13	5	420
Fiction Science Fiction (DFICSF)	12	0	0	12
Fiction Western (DFICW)	18	0	0	18
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	208	0	0	208
Hanging Bags (DHANG)	69	0	0	69
ILL (DILL)	44	4	2	50
Internet (DINTER)	1193	0	0	1193
Juv. Audio book (DJAUDB)	30	0	0	30
Juv. Biography (DJBIO)	75	0	2	77
Juv. Book on CD (DJBKCD)	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	50	0	0	50
Juvenile Easy (DJE)	946	8	4	958
Juv. Easy Non-fiction (DJENF)	171	0	2	173
Juv. Easy Reader (DJER)	1012	0	5	1017
Juv. Fiction (DJFIC)	1014	16	7	1037
Juv. Holiday books (DJHOL)	38	0	1	39
Juv. Magazine (DJMAG)	125	1	0	126
Juv. Music Cassette (DJMC)	0	0	0	0
Juv. Nonfiction (DJNF)	573	6	4	583
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	0	0	0	0
Juv. Toddler (DJTOD)	169	1	1	171

Large Print Fiction (DLPF)	212	7	2	221
Large Print Nonfic (DLPNF)	5	0	2	7
Magazine (DMAG)	851	8	3	862
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	5	0	1	6
Nonfiction 100 (DNF100)	17	0	0	17
Nonfiction 200 (DNF200)	19	0	0	19
Nonfiction 300 (DNF300)	49	3	1	53
Nonfiction 400 (DNF400)	1	1	0	2
Nonfiction 500 (DNF500)	36	1	0	37
Nonfiction 600 (DNF600)	161	11	7	179
Nonfiction 700 (DNF700)	72	0	3	75
Nonfiction 800 (DNF800)	10	1	0	11
Nonfiction 900 (DNF900)	67	1	1	69
Nonfiction Blu-Ray (DNFBR)	3	0	0	3
Nonfiction DVD (DNFDVD)	109	0	1	110
Nonfiction (DNFIC)	1	0	0	1
Nonfiction New (DNFNEW)	97	9	4	110
Nonfiction VHS (DNFVHS)	0	0	0	0
Oversize (DOVER)	2	0	0	2
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	1	1	0	2
Reference (DREF)	0	0	0	0
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	6	0	0	6
Software (DSWAR)	33	0	0	33
Vertical File (DVF)	0	0	0	0
VHS (DVHS)	46	1	0	47
YA Audio book (DYAUSB)	2	0	0	2
YA Biography (DYAB)	4	0	0	4
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	341	8	4	353
YA Music CD (DYACD)	4	0	0	4
YA Nonfiction (DYANF)	26	0	0	26
YA Paperback Fic (DYAPBF)	0	0	0	0
Storage (DZSTO)	4	1	0	5
Award Winner JBIO (RAJBIO)	0	0	0	0
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	3	47	2	52
Blu-Ray (RBR)	0	180	0	180
Books on CD (RBKCD)	0	126	2	128
Books on Tape (RBKT)	0	0	0	0
Compact Disc (RCD)	6	357	0	363
Digital Audiobooks (RDA)	0	35	0	35
DVD (RDVD)	16	3673	14	3703
Equipment (REQP)	0	98	0	98
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	30	0	30
Fiction (RFIC)	32	673	21	726
Fiction New (RFICNEW)	16	440	10	466

Genealogy (RGENE)	0	1	0	1
Genealogy Mag (RGMAG)	0	0	0	0
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	3	167	0	170
Hanging Bag (RHANG)	0	7	0	7
ILL (RILL)	1	70	0	71
Internet (RINTER)	0	2145	0	2145
Juv. Audio book (RJAUDB)	0	9	0	9
Juv. Biography (RJBIO)	0	44	0	44
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	1	24	0	25
Juvenile Easy (RJE)	2	663	6	671
Juv. Easy Non-fiction (RJENF)	0	97	0	97
Juv. Easy Reader (RJER)	2	389	0	391
Juv. Fiction (RJFIC)	18	743	3	764
Juv. Magazine (RJMAG)	1	38	0	39
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	5	420	1	426
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	0	0	0
Juv. Reference (RJREF)	0	0	0	0
Juv. Toddler (RJTOD)	0	166	0	166
Large Print Fiction (RLPF)	24	254	3	281
Large Print Nonfic (RLPNF)	1	10	0	11
Magazine (RMAG)	4	488	0	492
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	0	13	0	13
Non-Fiction 100 (RNF100)	2	43	0	45
Non-Fiction 200 (RNF200)	4	33	0	37
Non-Fiction 300 (RNF300)	2	72	5	79
Non-Fiction 400 (RNF400)	2	11	0	13
Non-Fiction 500 (RNF500)	2	31	0	33
Non-Fiction 600 (RNF600)	11	235	16	262
Non-Fiction 700 (RNF700)	2	83	0	85
Non-Fiction 800 (RNF800)	0	6	0	6
Non-Fiction 900 (RNF900)	0	65	0	65
Nonfiction Blu-Ray (RNFBR)	0	19	0	19
Nonfiction DVD (RNFDVD)	0	205	1	206
Nonfiction (RNFIC)	4	36	1	41
Nonfiction new (RNFNEW)	9	237	6	252
Nonfiction VHS (RNFVHS)	0	0	0	0
Oversize (ROVER)	0	0	0	0
Professional Coll. (RPRO)	0	1	0	1
Reference (REF)	0	0	0	0
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	1	7	0	8
Software (RSWAR)	1	66	0	67
Vertical File (RVF)	0	0	0	0
VHS (RVHS)	0	3	0	3
YA Audio book (RYAUDB)	0	5	0	5
YA Biography (RYAB)	0	2	0	2

YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	18	247	8	273
YA Music CD (RYACD)	2	193	2	197
YA Nonfiction (RYANF)	0	18	1	19
YA Paperback Fic (RYAPBF)	0	0	0	0
Storage (RZSTO)	0	1	0	1
Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	2	0	16	18
Blu-Ray (WBR)	0	0	124	124
Books on CD (WBKCD)	5	11	154	170
Books on Tape (WBKT)	0	1	4	5
Compact Disc (WCD)	22	26	197	245
Digital Audiobooks (WDA)	0	0	18	18
DVD (WDVD)	10	30	1966	2006
Equipment (WEQP)	0	0	28	28
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	1	0	25	26
Fiction (WFIC)	50	14	419	483
Fiction Fantasy (WFICF)	2	1	13	16
Fiction Mystery (WFICM)	13	3	36	52
Fiction New (WFICNEW)	36	18	264	318
Fiction Science Fiction (WFICSF)	0	0	21	21
Fiction Western (WFICW)	0	1	0	1
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	0	0	28	28
Hanging Bags (WHANG)	2	0	10	12
ILL (WILL)	2	0	37	39
Internet (WINTER)	0	0	660	660
Juv. Audio book (WJAUDB)	2	0	10	12
Juv. Biography (WJBIO)	0	0	10	10
Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	0	0
Juv. Compact Disc (WJCD)	0	1	36	37
Juvenile Easy (WJE)	5	9	667	681
Juv. Easy Non-fiction (WJENF)	0	0	117	117
Juv. Easy Reader (WJER)	3	2	672	677
Juv. Fiction (WJFIC)	28	15	764	807
Juv. Magazine (WJMAG)	0	0	16	16
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	6	6	357	369
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	1	1
Juv. Toddler (WJTOD)	0	0	135	135
Large Print Fiction (WLFPF)	26	8	84	118
Large Print Nonfic (WLPNF)	1	1	12	14
Magazine (WMAG)	11	2	309	322
Non-Fiction 000 (WNF000)	0	0	0	0
Non-Fiction 100 (WNF100)	0	1	5	6
Non-Fiction 200 (WNF200)	2	4	11	17
Non-Fiction 300 (WNF300)	1	5	17	23
Non-Fiction 400 (WNF400)	0	1	0	1

Non-Fiction 500 (WNF500)	1	3	18	22
Non-Fiction 600 (WNF600)	5	8	143	156
Non-Fiction 700 (WNF700)	0	0	48	48
Non-Fiction 800 (WNF800)	2	1	3	6
Non-Fiction 900 (WNF900)	3	1	13	17
Nonfiction Blu-Ray (WNFBR)	0	0	0	0
Nonfiction DVD (WNFDVD)	3	0	85	88
Nonfiction (WNFIC)	0	0	1	1
Nonfiction New (WNFNEW)	13	8	78	99
Nonfiction VHS (WNFVHS)	0	0	2	2
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	0	0	1	1
Software (WSWAR)	0	1	25	26
Vertical File (WVF)	0	0	1	1
VHS (WVHS)	0	0	20	20
YA Audio book (WYAUSB)	1	0	0	1
YA Biography (WYAB)	0	0	1	1
YA Books on CD (WYABKCD)	0	0	5	5
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	18	15	258	291
YA Music CD (WYACD)	0	0	0	0
YA Nonfiction (WYANF)	1	0	14	15
YA Paperback Fic (WYAPBF)	0	0	0	0
Storage (WZSTO)	0	0	0	0
TOTAL	12610	13438	8180	34228

CIRCULATION BY HOLDINGS CODE
June 2013

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	46	0	5	51
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	53	2	0	55
Award Winning non-fiction (AWNFI)	3	0	0	3
Award Winner YAFIC (AYAF)	5	0	0	5
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	29	51	18	98
Blu-Ray (BR)	108	199	124	431
Books on CD (BKCD)	170	149	159	478
Books on Tape (BKT)	0	1	4	5
Compact Disc (CD)	468	414	203	1085
Digital Audiobooks (DA)	30	36	18	84
DVD (DVD)	1943	3729	1987	7659
Equipment (EQP)	60	98	28	186
See librarian (ERR)	0	0	0	0

Express Book (EXP)	39	30	25	94
Fiction (FIC)	891	719	472	2082
Fiction Fantasy (FICF)	15	2	15	32
Fiction Mystery (FICM)	110	7	38	155
Fiction New (FICNEW)	454	471	279	1204
Fiction Science Fiction (FICSF)	12	0	21	33
Fiction Western (FICW)	18	1	0	19
Genealogy (GENE)	0	1	0	1
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	211	167	28	406
Hanging Bags (HANG)	71	7	10	88
ILL (ILL)	47	74	39	160
Internet (INTR)	1193	2145	660	3998
Juv. Audio book (JAUDB)	32	9	10	51
Juv. Biography (JBIO)	75	44	12	131
Juv. Book on CD (JBCD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	0	0
Juv. Compact Disc (JCD)	51	25	36	112
Juvenile Easy (JE)	953	680	677	2310
Juv. Easy Non-Fiction (JENF)	171	97	119	387
Juv. Easy Reader (JER)	1017	391	677	2085
Juv. Fiction (JFIC)	1060	774	774	2608
Juv. Holiday (JHOL)	38	0	1	39
Juv. Magazine (JMAG)	126	39	16	181
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	584	432	362	1378
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	0	0	0
Juv. Reference (JREF)	0	0	1	1
Juv. Toddler (JTOD)	169	167	136	472
Large Print Fiction (LPF)	262	269	89	620
Large Print Nonfic (LPNF)	7	11	14	32
Magazine (MAG)	866	498	312	1676
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	5	13	1	19
Non-Fiction 100 (NF100)	19	44	5	68
Non-Fiction 200 (NF200)	25	37	11	73
Non-Fiction 300 (NF300)	52	80	23	155
Non-Fiction 400 (NF400)	3	13	0	16
Non-Fiction 500 (NF500)	39	35	18	92
Non-Fiction 600 (NF600)	177	254	166	597
Non-Fiction 700 (NF700)	74	83	51	208
Non-Fiction 800 (NF800)	12	8	3	23
Non-Fiction 900 (NF900)	70	67	14	151
Non-Fiction Blu-Ray (NFBR)	0	0	0	0
Non-Fiction DVD (NFDVD)	112	205	87	404
Nonfiction (NFIC)	5	36	2	43
Nonfiction New (NFNEW)	119	254	88	461
Nonfiction VHS (NFVH)	0	0	2	2
Oversize (OVER)	2	0	0	2
Professional Coll. (PROF)	0	1	0	1
Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	1	1	0	2

Reference (REF)	59	85	34	178
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	7	7	1	15
Software (SWAR)	34	67	25	126
Vertical File (VF)	0	0	2	2
VHS	46	4	20	70
YA Audio book (YAADB)	3	5	0	8
YA Biography (YAB)	4	2	1	7
YA Books on CD (YABKCD)	0	0	5	5
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	377	270	270	917
YA Music CD (YACD)	6	193	2	201
YA Nonfiction (YANF)	27	18	15	60
YA Paperback Fic (YAPBF)	0	0	0	0
Storage (ZSTO)	4	2	0	6
				0
Free reads	589	255	101	945
Games/Puzzles	24	26	0	50
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	13282	13804	8316	35402

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	2394	1756	1040	5190
Nonfiction	751	1154	488	2393
CHILDREN'S BOOKS				
Fiction	3298	2014	2269	7581
Nonfiction	872	574	495	1941
YA BOOKS				
Fiction	593	437	298	1328
Nonfiction	31	20	16	67
Magazines, Adult	866	498	312	1676
Magazines, Children	126	39	16	181
Sound Recordings, adult	671	605	389	1665
Sound Recordings, ch	160	234	58	452
Online databases	0	0	0	0
Software	34	67	25	126
Vertical file	0	0	2	2
VHS/DVD/Blu-Ray	2209	4137	2220	8566
Equipment	60	98	28	186
Total	12065	11633	7656	31354
A-V Circulation	3074	5043	2692	10809
A-V Circulation as % of total	25.5%	43.4%	35.2%	34.5%

June 2013

XX

R3

DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION	
Start of Month	End of Month	Start of Month	End of Month	Start of Month	End of Month
Volumes	Volumes	Volumes	Volumes	Volumes	Volumes
ADULT BOOKS					
22,720	22,769	13,306	13,192	14,367	14,021 Fiction
19,377	19,458	21,188	20,938	10,023	10,033 Nonfiction
CHILDREN'S BKS					
14,407	14,490	12,431	12,478	10,906	10,958 Fiction
8,021	8,061	6,479	6,592	5,750	5,781 Nonfiction
YA BOOKS					
2,054	2,073	2,923	2,957	2,436	2,456 Fiction
576	576	776	776	132	133 Nonfiction
0 Magazines,Adult					
0 Magazines, Child					
0	0	20	20	0	0 Games, Toys
3,370	3,420	3,887	3,894	3,950	3,976 Sound Rec/Adult
764	763	585	587	816	826 Sound Rec/Child
18	18	29	29	7	7 Online Databases
373	372	361	359	179	179 Software
0	0	0	0	4	4 Vertical Files
4,446	4,487	6,849	6,980	3,758	3,856 VHS/DVD/Blu-ray
118	118	142	142	57	57 Equipment
76,244	76,605	68,976	68,944	52,385	52,287 TOTAL

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

June 2013

R5

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
		Hrs.		Hrs.		Hrs.		
INTRALIBRARY LOANS FILLED	281	61	210	46	309	67	800	173
LOCAL HISTORY								
In person	2	1	4	1	1	0	7	2
Letters written	1	1	8	8	0	0	9	9
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use-Wired	1193	50	2145	89	660	28	3998	167
Internet use-Wireless	442		681		396		1519	
Computer software used	243	20	135	11	137	11	515	43
VCR Use	0	0	0	0	0	0	0	0
Microforms	3	0	21	3	0	0	24	3
CD ROM/Online databases	201	17	477	40	299	25	977	81
Typewriter use	0	0	0	0	0	0	0	0
Other equipment used	0	0	0	0	27	9	27	9
OTHER LIBRARY SERVICES USED								
Outreach activities	40	40	7	5	0	0	47	31
Notarized documents	11	3	2	1	5	1	18	5
Meeting Room Use (no. of group)	25	8	31	10	37	12	93	31
Study room use	18	2	47	4	25	2	90	8
Proctoring	2	1	1	1	1	1	4	2
Tax Forms distributed	0	0	0	0	0	0	0	0
Pull Requests	0	0	0	0	0	0	0	0
E-books downloaded							585	
IN-HOUSE USE ITEMS	504		645		219		1368	
SELF-CHECKOUT USE	634		1138		838		2610	
INTERLIBRARY LOANS								
Requests made for:	69	17	104	26	38	10	211	53
Items rec'd for:	59	30	85	43	34	17	178	89
Items requested by other libraries	0		0		0		0	
Items supplied to other libraries	0	0	0	0	0	0	0	0

REGISTRATIONS

Total Borrowers	8167	8356	4777	21300
Non-resident, paying	1	1	0	2
PLAC card users	0	2	1	3
Reciprocal borrowers	358	514	125	997
Number of New Patrons Added	76	58	37	

PROGRAMS

	DeMotte	Rensselaer	Wheatfield	TOTAL	HOURS SPENT
	Hrs.	Hrs.	Hrs.		

Programs for all ages	0	0	0	0	0	0	0	0
Children's Programs (0-13)	4	24	6	36	8	48	18	108
Number attending	371		412		461		1244	
YA Programs (14-17)	4	24	3	18	6	36	13	78
Number attending	69		67		158		294	
Adult Programs	1	6	4	24	1	6	6	36
Number attending	162		171		22		355	
Senior Citizen Programs	7	42	2	12	3	18	12	72
Number attending	75		23		23		121	
Total Number of Programs	16	96	15	90	18	108	49	294
Total Persons Attending	677		673		664		2014	
Total Attending Same Month Last Yr.	978		653		631		2262	
Total Staff Hours Spent		346		376		291	1013	1000
Total Number of In-House Program	16		14		18		48	
Total Attendance	677		669		664		2010	
Total Number of Outreach Program	0		1		0		1	
Total Attendance	0		4		0		4	

CIRCULATION BY PATRON CODE

PATRONS	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	8017	66.6%	7508	64.9%	4476	58.7%	20001	64.1%
Corporate	7	0.1%	122	1.1%	0	0.0%	129	0.4%
Juvenile 0-11	224	1.9%	253	2.2%	242	3.2%	719	2.3%
Juvenile-AV	2637	21.9%	1978	17.1%	1736	22.8%	6351	20.3%
Nonresident No Fee	0	0.0%	4	0.0%	0	0.0%	4	0.0%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	280	2.4%	0	0.0%	280	0.9%
Reciprocal Adult	212	1.8%	0	0.0%	142	1.9%	354	1.1%
Reciprocal Juvenile	8	0.1%	0	0.0%	0	0.0%	8	0.0%
Reciprocal Juvenile AV	34	0.3%	50	0.4%	7	0.1%	91	0.3%
Reciprocal YA	0	0.0%	32	0.3%	0	0.0%	32	0.1%
Reciprocal YA AV	1	0.0%	0	0.0%	0	0.0%	1	0.0%
School	0	0.0%	0	0.0%	0	0.0%	0	0.0%
School AV	0	0.0%	0	0.0%	0	0.0%	0	0.0%
St. Joseph College	0	0.0%	33	0.3%	0	0.0%	33	0.1%
Staff	383	3.2%	753	6.5%	433	5.7%	1569	5.0%
Walking books	65	0.5%	84	0.7%	0	0.0%	149	0.5%
YA 12-17	84	0.7%	45	0.4%	70	0.9%	199	4.2%
YA-AV	358	3.0%	432	3.7%	515	6.8%	1305	4.2%
Total	12030		11574		7621		31225	
 All items borrowed by nonresidents	 255	 2.1%	 399	 3.4%	 149	 2.0%	 803	 2.6%

Salary Ordinance 2013
Updated 7/8/13

Name	Classification	Hrly Wage	Start Date	Hrs Worked	Library
Ben Postma	Clerk	\$9.67	6/17/13	12	D

Ben Postma has been promoted to 12-hour Clerk, taking a position vacated by Patty Eenigenburg, who moved to a clerk position with more hours.

We have examined and approved the changes to the 2013 Jasper County Public Library Salary Ordinance. Dated 7/8/13.

Dorelle L. Harper
 Deana K. George
 Mari Anne Layler
 Jody Miller

Patron Tasks and Devices Policy

Patrons are responsible for inputting their own data in all forms, applications, and documents to ensure privacy is maintained. Likewise, Patrons must input any data, or follow any procedure on their own handheld device. Library staff should not touch these handheld devices for liability purposes.

Staff can offer patrons 5 to 10 minutes of limited assistance, as staffing permits, in navigating through the following tasks:

1. Job applications
2. Unemployment applications
3. Obtaining an e-mail address
4. Adding attachments or photos to e-mails.
5. Accessing downloadable ~~books~~ materials.
6. Using Microsoft Office programs (opening, saving, and printing documents)

Staff will point patrons toward online guides and/or library books for any other questions that may arise.

Library staff will give 5 to 10 minutes of limited assistance, as staffing permits, and as staff knowledge allows, for personal laptops and handheld devices when interfacing with library devices:

1. Laptops, ~~e-readers~~, and iPads
2. Handheld gaming devices
3. Cameras
4. Flash drives, etc.
5. Mp3 players
6. Wireless devices

Staff will point patrons toward online guides and/or library books for any other questions that may arise. Please be aware that library printers may not be compatible with all devices and/or software. Technology is changing rapidly, and staff may not be knowledgeable about a specific device or program.

May 2011; revised 7/13

CERTIFICATE OF RESOLUTION

I, Deana K. George, do hereby certify that I am the Secretary of
(Type Name) Board
Jasper Co. Public Library, a municipal corporation duly organized and existing under and by
virtue of the Laws of the State of Indiana;

I further certify that a regular/special meeting of the members of the Board of said municipal corporation, duly called, held and convened in conformity with the Charter and By Laws of said municipal corporation, on the 8th day of July, 2013 a quorum being present and voting thereon, the following resolution was duly adopted, to-wit:

1. Approval of the contract by Jasper County Public Library Board
(Board)
2. Natalie Waling and Patty Stringfellow are hereby
authorized to execute the contract for and on behalf of Jasper County Public
(Board)
Library Board.

I further certify that the foregoing resolution is a full, true, and complete copy as the same appears of record in the Minute Record Book of said municipal corporation of which I am the legal custodian; that the same has not been altered, amended or repealed and is now in full force and effect.

In Witness Whereof, I have hereunto set my hand for said municipal corporation this day of
July 8th, 2013.

Deana K. George
(Signature) Secretary

State of Indiana)

SS:

County of Jasper)

Subscribed and Sworn to before me, a Notary Public this 8th day July,
2013.

Emily Duran
(Signature) Notary Public

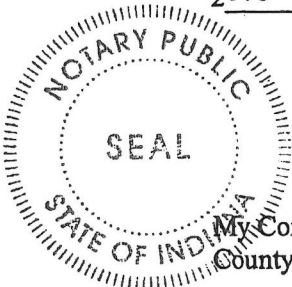
Emily Duran

Printed Name

7-15-2015

Jasper

My Commission Expires:
County of Residence:



R12

Auto-Owners Insurance

AUTO-OWNERS INSURANCE COMPANY
PO BOX 912398
DENVER, CO 80291-2398

Date 06/17/2013 Type New Tracking Number 3002081359

Effective Date 07/17/2013 Expiration Date 07/17/2014 Waiting Period Standard 30 Day Wait

Property Address 901 Birch Street SW
Demotte, IN 46310
Insured Name(s) JASPER COUNTY PUBLIC LIBRARY

Mailing Address and Phone 901 BIRCH STREET SW
DEMOTTE, IN 46310
Agency Name, Address, and Phone CONSOLIDATED INC
PO BOX C
RENSELAER, IN 47978-0018

Home Phone:
Work Phone: (219) 866-5881
Cell Phone:
Email:
Phone Number: 2198665129
Producer Code: 02106300
Email: spickering@cionline.us

Flood Zone and Community Information
Community Name: DEMOTTE, TOWN OF
Current Flood Zone: C
Community Number: 180100
Map Panel Suffix: A
Map Panel: 0000

FIRM Date: 09/01/1976
Program Status: Active and participating
Current Base Flood Elevation (BFE): N/A
Grandfathered Base Flood Elevation N/A
County: JASPER COUNTY

Occupancy Information
Occupancy Type: Non-Residential

Foundation Information
Foundation: Unfinished Basement

Risk Rating Method: PRP

Post-FIRM: Yes
Pre-FIRM, Rated As Post-FIRM: No

Coverage/Rate Information

	Coverage	Deductible	Basic Coverage	Basic Rate	Add'l Coverage	Add'l Rate
Building	\$500,000	\$1,000	\$500,000	0.00	\$0	0.00
Contents	\$50,000	\$1,000	\$50,000	0.00	\$0	0.00

Premium Information

**** Quote Only, Not An Application * Quote Only, Not An Application ****

Coverage	Premium
\$300000 / \$50000	\$2165
\$350000 / \$50000	\$2310
\$400000 / \$50000	\$2405
\$450000 / \$50000	\$2513
\$500000 / \$50000	\$2632

**** Quote Only, Not An Application * Quote Only, Not An Application ****

Director's Report June 2013

Consent Agenda

You will be approving the minutes of the June Board meeting, bills, and financial reports.

Policies for Review: In July three policies are up for review: Public Records Policy, Public Relations and Public Information Policy, and Patron Tasks and Devices Policy. Revisions are recommended to the Patron Tasks and Devices Policy. Please see R 10. We have stricken the word books and replaced it with materials because there are many items that could potentially be downloaded, and we do not want to be exclusive. In addition we have added e-readers because when we first drafted this policy in 2011 we were more focused on laptops and iPads. We see numerous devices in the libraries these days. No revisions are recommended for the other two policies up for review. **If you approve the Consent Agenda you approve revising the Patron Tasks and Devices Policy as presented.**

Workshop Request: We wish to send Systems Administrator, Sheila Maxwell, and Webmaster, Melissa Widner, to a three-day conference entitled Internet Librarian. Registration fee with a discount from MCLS is expected to be around \$330. Travel/hotel/meal expenses are in addition to that. Monies have been budgeted for this conference. **If you approve the Consent Agenda you approve Sheila Maxwell and Melissa Widner attending this conference.**

General Business:

DeMotte Touch of Dutch Festival: The Festival will be held on Saturday, August 10 in DeMotte at Spencer Park. A 5 K Run begins at 8am near the library and follows the same route as usual. A parade is scheduled in the morning. Managing Librarian, Brenda, recommends being closed on Festival day due to congestion around the library and struggles of getting to the library. The Friends of the Library will hold a book sale in the library meeting room, and one staff member will remain at the library all day, even if the library is closed to the public. Janitor hours will be staggered that day to maintain restrooms that would be used by 5K runners and book sale attendees. This would be in keeping with what we did last year. Board approval is needed to close the DeMotte Library or modify hours on August 10.

LSTA Technology Sub-Grant: We received word in mid June that we have been awarded an LSTA grant for the purchase of iPads for e-access. Our plans are to make e-magazines available for patron use in the library via iPads. We have been awarded \$2,235 for the purchase of the iPads. Content will be acquired with operating funds. In order to accept this grant and move forward with

implementation the Board must pass a resolution to approve the contract between our library and the Indiana State Library and naming the Director as authorized to execute the contract for and on behalf of the Library Board.

Health Insurance – Offer for Early Renewal: Anthem Blue Cross & Blue Shield is offering all small group employers the opportunity to renew in December rather than January. If the Library opts for this option, we will receive a renewal about October 1 based on current regulations, eliminating the community rating factor, and new rates will take effect December 1, 2013. About November 1 the Library will also receive renewal rates for a January 1, 2014 effective date. This renewal will be based on the new regulations. The Library will have the option of the December or January renewal. Libraries electing the December renewal will be delaying the ACA requirements for eleven months. During that eleven month period we will have an opportunity to review any new legislation or revisions to the 2014 requirements allowing us to consider a better plan to save money on health care premiums. There is no guarantee that the early renewal will save premium dollars, but our agent is encouraging all libraries to take advantage of this offer in order to review both options. If we wish to take advantage of this early renewal offer, we must respond yes by August 30, 2013.

Library Web Site – posting Board Meeting minutes: We will discuss the posting of board meeting minutes to the Library website.

Director's Report:

On June 27 staff found tiles in the DeMotte Library foyer had buckled for no apparent reason. The buckling had created a slight tripping hazard so I contacted Hamstra Group who sent Karl Whitaker out to investigate. He has looked things over twice. He feels that the buckling has been caused by settling of the library. He looked the building over and determined that movement is not excessive and is appropriate for the age of the building except in the foyer. I shared with him that the Rensselaer Library and the DeMotte Library were built the same year by the same contractor and architect and that the Rensselaer Library had experienced buckling in 2011 which necessitated a complete tile tear out and replacement in the foyer and public restrooms. I also told Karl about the water that had entered the foyer two years ago this month. He will be meeting with someone from DeMotte Carpet in the next few days to get their take on the matter, but at this time I expect we will be advised to take up the tile and replace with new tile and an expansion joint to allow for movement. This is what we did at Rensselaer Library in 2011. If we are advised to do this work, I will seek quotes. We have removed the tiles that have heaved and placed plywood on the floor to create a level floor until a permanent repair can be made. Karl also commented that the water from two years could have soaked into the tiles if the tiles were defective in some way and that could have contributed to the heaving. I will update you on this matter at our July meeting.

Stace Pickering attended our June board meeting to review our building insurance and answer questions. There was a discussion about flood insurance and the DeMotte location. Please see R 12 for a list of several different options for the flood insurance. Stace reports that the highest limit offered for flood is \$500,000. If the board wanted limits higher than this we would have to go to a surplus market. He further explains that for the quote with \$500,000 on the building and \$50,000 for the contents the cost \$2632 per year, for \$300,000/\$50,000 cost is \$2165 per year. If the board would like to see any other lower limits, has any questions, or would like to move forward with this we are to contact Stace.

Summer Reading is underway at all locations. This takes a lot of staff time to pull off as they prepare for performers, prepare for volunteers, prepare for participants, set-up, tear down, get weekly prizes, empty ticket cans, purchase and prepare craft items, clean up, etc. Summer Reading is for all ages. Adults, teens, and children all find something offered just for them.

Two CDs matured in June. We reinvested this money in two new CDs that will mature in one year. The rates are poor but better than our sweep account. Invested monies are from our Capital Projects and Rainy Day Funds and are not monies that we anticipate needing access to within the next year.

System Administrator News

In June Sheila filed our 486 e-rate form to notify USAC of our telephone service start dates and our BEAR form for reimbursement on our NITCO bills. She completed the application for card processing with Sage. 13 new Service Requests were opened and 13 Service Requests were closed.

Technical Services News

We upgraded to the newest version of LS2PAC on June 9, and this went smoothly, with no problems reported. There were some questions, because things looked a little different and were in different places, but no bugs so far. Becky has completed cataloging all 'new' AV, and though this is a temporary situation, she is enjoying it while she can.

DeMotte Library News

Brenda reports, "Sumer Reading has launched with laughter, critters, magic, and rock candy. The kids and parents are filling the library as books are being read. The adults are enjoying a chance to win a bag, book marks, seeds, flower pot, gardening gloves, shovel, and a book. All ages seem to be enjoying the fun. As we enter the ½ way through the year we keep working hard to offer the best service, programs and materials for our patrons."

Rensselaer Library News

Linda reports, "The Summer Reading programs, for adults, teens, and children have had tremendous signups. This summer, the adults are participating in the Summer Reading program "Groundbreaking Reads". We currently have over 165 adults participating.The programs have all been well attended...Our community is appreciative of the library free programming opportunities being provided." Jamie reports, "A little boy...has been participating in Summer Reading. He has a speech problem and cannot express himself verbally; speaking only one word at a time. His step-mother has been checking out various materials for him. He loves the play-away views that we have and has responded well to them. When I first met him he was very quiet and shy. On June 27th, Bentley was SUPER excited to be at the library; He was running to the story time room with a huge smile on his face. While doing his craft, I found out that his speech has overwhelmingly improved in just the short time they have been doing Summer Reading. When they drive by the library he will excitedly start saying "In! In!" We showed him a YouTube clip of a hedgehog and he said, "Make. Make." He realized that he was making a hedgehog! As he was leaving he waved to me and said, "See tomorrow!"...I am so excited to be able to help him and know that the library has had a HUGE impact on him thus far!"

Wheatfield Library News

Diana worked on weeding (de-selection) and has been removing items no longer needed in the collection. Earlier this year she began promoting a popular author from years gone by with shelf talkers. This is an author whose books she had anticipated would be weeded out of the collection due to lack of interest. The shelf talkers did their trick as nearly half of this author's books have circulated since the promotion began. Shelf talkers are a great marketing tool. Rachael reports, "June has been one busy, busy month in the children's department. We had good numbers for all of our programs—Mondays were busy with 2 story time classes; Tuesdays were busy with Summer Reading programs; and Thursdays have been busy with the Young Adult program. We have been busy checking reading records all days we are open though! We have had good feedback on all of the programs as well! <We> had a good turnout for the Father's Day story time as well on the Saturday before Father's Day, with dads and one grandpa accompanying the preschoolers."

Please contact me if you are unable to attend the July Board meeting or if you have any questions about materials in you packet.-Patty

JCPL FINANCIAL STATEMENT

June 30, 2013

	<u>Beginning 2013 Balance</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Ending Balance</u>
Operating Fund	\$591,983.31	\$197,926.47	\$1,012,956.02	\$73,702.78	\$1,105,361.64	\$684,388.93
Public Library Access Card Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$50.00	\$50.00
Gift Fund	\$9,202.35	\$3,933.15	\$9,011.63	\$939.85	\$9,576.63	\$9,767.35
DeMotte	\$2,130.22	\$244.75	\$2,116.69	\$389.85	\$2,633.51	\$2,647.04
Rensselaer	\$4,970.25	\$3,312.91	\$5,065.82	\$250.00	\$4,654.70	\$4,559.13
Wheatfield	\$2,101.88	\$375.49	\$1,829.12	\$300.00	\$2,288.42	\$2,561.18
Library Improvement Reserve Fund	\$295,486.61	\$0.00	\$0.00	\$37.66	\$189.47	\$295,676.08
Bond & Interest Redemption Fund	\$192,301.65	\$160,140.00	\$317,780.00	\$0.00	\$158,655.10	\$33,176.75
 Rainy Day Fund	 \$304,829.02	 \$0.00	 \$0.00	 \$2,486.13	 \$2,486.13	 \$307,315.15
Includes Investments of: \$275,000.00						
State Technology Fund Grant Fund	\$11,472.00	\$1,461.00	\$8,739.87	\$0.00	\$0.00	\$2,732.13
Capital Projects Fund	\$1,251,180.16	\$0.00	\$0.00	\$6,557.71	\$6,573.92	\$1,257,754.08
Includes Investments of: \$1,225,000.00						
Host/Hospitality Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levy Excess Fund	\$15,295.30	\$0.00	\$15,295.30	\$0.00	\$0.00	\$0.00
Sales Tax	\$71.40	\$0.00	\$72.28	\$15.93	\$89.53	\$88.65
Construction Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00
Insurance Refund Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$7,814.52	\$48,470.16	\$7,814.52	\$48,470.16	\$0.00
FICA Tax Collected	\$0.00	\$7,180.57	\$42,895.80	\$7,180.57	\$42,895.80	\$0.00
State Tax Collected	\$3,474.60	\$3,243.10	\$20,100.75	\$3,301.06	\$19,927.16	\$3,301.01
County Tax Collected	\$2,652.08	\$2,583.84	\$15,770.29	\$2,636.88	\$15,755.14	\$2,636.93
Deferred Comp.	\$0.00	\$3,072.40	\$18,312.00	\$3,072.40	\$18,312.00	\$0.00
#125 Pre-tax Plan	\$0.00	\$3,338.90	\$19,441.48	\$3,218.59	\$19,441.55	\$0.07
Employee Life Insur.	\$0.00	\$135.16	\$820.96	\$135.52	\$822.04	\$1.08
Employee INPRS	\$0.00	\$2,809.51	\$16,099.11	\$2,809.52	\$16,099.14	\$0.03
Garnishments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Credit Union	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EIC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL ALL FUNDS.....	\$2,678,218.48	\$393,638.62	\$1,545,765.65	\$113,909.12	\$1,464,705.41	\$2,597,158.24

Bank Balances***Jasper County Public Library******Report as of: 6/30/13***

<i>Bank</i>		
1	Alliance Bank	\$1,083,160.86
2	Demotte State Bank	\$6,558.25
4	PNC Bank	\$7,169.13
5	Cash On Hand	\$270.00
6	Kentland Bank CD#400043192	\$0.00
7	Kentland Bank CD#400043546	\$725,000.00
8	Kentland Bank CD#400043547	\$275,000.00
9	Kentland Bank CD#400043306	\$500,000.00
10	Kentland Bank CD#400043193	\$0.00
<i>Total all banks =</i>		<i>\$2,597,158.24</i>

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

OPEN INVESTMENTS:

<u>Renewal Date</u>	<u>CD #</u>	<u>Issued By</u>	<u>Terms</u>	<u>Principal</u>	<u>%-Interest</u>	<u>Account</u>	<u>Purchase Date</u>	<u>Interest Earned</u>	<u>Comments</u>
8/10/13	400043306	Kentland Bank	12 mon	\$500,000.00	0.90%	CPF	8/10/12		
6/18/14	400043546	Kentland Bank	12 mon	\$ 725,000.00	0.580%	CPF	6/18/13		
6/18/14	400043547	Kentland Bank	12 mon	\$ 275,000.00	0.580%	Rainy Day	6/18/13		

CLOSED INVESTMENTS:

6/14/13	400043192	Kentland Bank	12 mon	\$ 725,000.00	0.90%	CPF	6/14/12	6554.37	
6/14/13	400043193	Kentland Bank	12 mon	\$ 275,000.00	0.90%	Rainy Day	6/14/12	2486.13	

TOTAL INTEREST EARNED:

\$9,040.50

Appropriation Report for**100 OPERATING FUND****Jasper County Public Library****Report Date: From 6/1/13 To 6/30/13**

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
1. Personal Services							
1.11 SALARY OF LIBRARIAN	\$61,818.00	\$0.00	\$61,818.00	\$5,151.46	\$30,833.36	\$30,984.64	49.9
1.12 SALARY OF ASSISTANTS	\$1,044,764.00	\$0.00	\$1,044,764.00	\$86,530.71	\$518,507.04	\$526,256.96	49.6
1.13 WAGES OF JANITORS	\$67,047.00	\$0.00	\$67,047.00	\$5,273.62	\$30,575.52	\$36,471.48	45.6
1.21 EMPLOYER'S SHARE-FICA	\$89,783.00	\$0.00	\$89,783.00	\$7,180.53	\$42,895.55	\$46,887.45	47.8
1.22 UNEMPLOYMENT COMPENSATION	\$3,329.00	\$0.00	\$3,329.00	\$0.00	\$2,251.72	\$1,077.28	67.6
1.23 EMPLOYER'S CONTRIB.- PERF	\$89,783.00	\$0.00	\$89,783.00	\$7,457.23	\$44,787.66	\$44,995.34	49.9
1.24 EMPLOYER'S CONTRIB.- INS.	\$112,764.00	\$0.00	\$112,764.00	\$9,425.88	\$53,625.04	\$59,138.96	47.6
Subtotal	\$1,469,288.00		\$1,469,288.00	\$121,019.43	\$723,475.89	\$745,812.11	49.2
2. Supplies							
2.11 OFFICIAL RECORDS	\$600.00	\$0.00	\$600.00	\$0.00	\$0.00	\$600.00	0.0
2.12 STATIONERY AND PRINTING	\$450.00	\$0.00	\$450.00	\$0.00	\$0.00	\$450.00	0.0
2.13 OTHER OFFICE SUPPLIES	\$8,000.00	\$0.00	\$8,000.00	\$288.99	\$2,742.26	\$5,257.74	34.3
2.21 CLEANING & SANITATION SUPPLIES	\$6,500.00	\$0.00	\$6,500.00	\$232.65	\$2,403.36	\$4,096.64	37.0
2.23 OTHER OPERATING SUPPLIES	\$8,000.00	\$0.00	\$8,000.00	\$827.47	\$3,524.77	\$4,475.23	44.1
2.31 BUILDING MATERIALS & SUPPLIES	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$3.79	\$2,496.21	0.2
2.32 PAINT AND PAINTING SUPPLIES	\$200.00	\$0.00	\$200.00	\$0.00	\$74.77	\$125.23	37.4
2.33 REPAIR PARTS	\$3,000.00	\$0.00	\$3,000.00	\$285.46	\$630.89	\$2,369.11	21.0

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
2.41 LIBRARY SUPPLIES	\$14,790.00	\$0.00	\$14,790.00	\$392.61	\$4,477.14	\$10,312.86	30.3
2.42 MARKETING SUPPLIES	\$50.00	\$0.00	\$50.00	\$0.00	\$0.00	\$50.00	0.0
Subtotal	\$44,090.00		\$44,090.00	\$2,027.18	\$13,856.98	\$30,233.02	31.4
<i>3. Other Services and Charges</i>							
3.13 LEGAL SERVICES	\$5,000.00	\$0.00	\$5,000.00	\$781.00	\$1,087.25	\$3,912.75	21.7
3.14 OTHER PROFESSIONAL SERVICES	\$13,000.00	\$0.00	\$13,000.00	\$1,770.00	\$3,178.68	\$9,821.32	24.5
3.145 DATABASES & LICENSING SERVICES	\$20,795.00	\$0.00	\$20,795.00	\$2,782.56	\$4,372.82	\$16,422.18	21.0
3.146 E-BOOKS SERVICES	\$12,300.00	\$0.00	\$12,300.00	\$0.00	\$3,000.00	\$9,300.00	24.4
3.21 TELEPHONE	\$4,200.00	\$0.00	\$4,200.00	\$172.19	\$1,138.07	\$3,061.93	27.1
3.22 POSTAGE	\$3,200.00	\$0.00	\$3,200.00	\$0.00	\$372.30	\$2,827.70	11.6
3.23 MILEAGE	\$20,000.00	\$0.00	\$20,000.00	\$1,723.57	\$7,417.76	\$12,582.24	37.1
3.24 PROFESSIONAL MEETINGS	\$7,000.00	\$0.00	\$7,000.00	\$467.08	\$1,764.79	\$5,235.21	25.2
3.25 FREIGHT	\$1,500.00	\$0.00	\$1,500.00	\$268.15	\$935.40	\$564.60	62.4
3.26 NETWORKING	\$59,540.00	\$0.00	\$59,540.00	\$0.00	\$0.00	\$59,540.00	0.0
3.31 ADVERTISING & PUBLIC NOTICES	\$800.00	\$0.00	\$800.00	\$0.00	\$75.96	\$724.04	9.5
3.33 MARKETING ADVERTISING	\$1,500.00	\$0.00	\$1,500.00	\$1,011.56	\$1,011.56	\$488.44	67.4
3.41 OFFICIAL BONDS	\$250.00	\$0.00	\$250.00	\$0.00	\$200.00	\$50.00	80.0
3.42 OTHER INSURANCE	\$27,500.00	\$0.00	\$27,500.00	\$0.00	\$17,442.18	\$10,057.82	63.4
3.51 GAS	\$30,000.00	\$0.00	\$30,000.00	\$982.30	\$12,285.62	\$17,714.38	41.0
3.52 ELECTRICITY	\$85,000.00	\$0.00	\$85,000.00	\$7,404.01	\$37,612.82	\$47,387.18	44.3
3.53 WATER	\$2,000.00	\$0.00	\$2,000.00	\$157.80	\$805.80	\$1,194.20	40.3
3.54 WASTE DISPOSAL SERVICES	\$5,700.00	\$0.00	\$5,700.00	\$438.54	\$2,608.00	\$3,092.00	45.8
3.61 BUILDING & STRUCTURES	\$58,920.00	\$0.00	\$58,920.00	\$3,699.50	\$24,180.32	\$34,739.68	41.0

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
3.62 EQUIPMENT REPAIRS	\$880.00	\$0.00	\$880.00	\$0.00	\$434.72	\$445.28	49.4
3.72 EQUIPMENT RENTALS	\$650.00	\$0.00	\$650.00	\$9.95	\$374.70	\$275.30	57.6
3.91 DUES	\$2,800.00	\$0.00	\$2,800.00	\$161.00	\$308.50	\$2,491.50	11.0
3.93 TAXES & ASSESSMENTS	\$325.00	\$0.00	\$325.00	\$106.44	\$346.44	(\$21.44)	106.6
3.94 TRANSFER TO LIRF	\$120,000.00	\$0.00	\$120,000.00	\$0.00	\$0.00	\$120,000.00	0.0
3.95 BOOK REIMBURSEMENT	\$500.00	\$126.37	\$626.37	\$81.84	\$167.99	\$458.38	26.8
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$120.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$106,745.00	\$0.00	\$106,745.00	\$37,168.70	\$68,351.47	\$38,393.53	64.0
Subtotal	\$590,225.00	\$126.37	\$590,351.37	\$59,186.19	\$189,473.15	\$400,878.22	32.1
<i>4. Capital Outlays</i>							
4.4 FURNITURE & EQUIPMENT	\$39,255.00	\$0.00	\$39,255.00	\$159.48	\$3,224.54	\$36,030.46	8.2
4.51 BOOKS	\$150,000.00	\$0.00	\$150,000.00	\$11,073.23	\$57,516.84	\$92,483.16	38.3
4.52 PERIODICALS & NEWSPAPERS	\$25,000.00	\$0.00	\$25,000.00	\$202.50	\$7,035.18	\$17,964.82	28.1
4.53 NONPRINTED MATERIALS	\$56,913.00	\$0.00	\$56,913.00	\$4,258.46	\$18,373.44	\$38,539.56	32.3
Subtotal	\$271,168.00		\$271,168.00	\$15,693.67	\$86,150.00	\$185,018.00	31.8
Grand Total	\$2,374,771.00	\$126.37	\$2,374,897.37	\$197,926.47	\$1,012,956.02	\$1,361,941.35	42.7

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Appropriation Report for 120.03 RENS/DEM & WHTFLD BIRF

Jasper County Public Library

Report Date: From 6/1/13 To 6/30/13

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
3. Other Services and Charges							
3.14 OTHER PROFESSIONAL SERVICES	\$630.00	\$0.00	\$630.00	\$0.00	\$0.00	\$630.00	0.0
3.81 PAYMENT OF BONDS	\$255,000.00	\$0.00	\$255,000.00	\$130,000.00	\$255,000.00	\$0.00	100.0
3.82 INTEREST-BONDS	\$62,780.00	\$0.00	\$62,780.00	\$30,140.00	\$62,780.00	\$0.00	100.0
Subtotal	\$318,410.00		\$318,410.00	\$160,140.00	\$317,780.00	\$630.00	99.8
Grand Total	\$318,410.00	\$0.00	\$318,410.00	\$160,140.00	\$317,780.00	\$630.00	99.8

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Appropriation Report for

155 STATE TECHN.FUND GRANT

*Jasper County Public Library**Report Date: From 6/1/13 To 6/30/13*

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
<i>3. Other Services and Charges</i>							
3.26 NETWORKING	\$0.00	\$0.00	\$0.00	\$1,461.00	\$8,739.87	(\$8,739.87)	0.0
Subtotal	\$0.00		\$0.00	\$1,461.00	\$8,739.87	(\$8,739.87)	0.0
Grand Total	\$0.00	\$0.00	\$0.00	\$1,461.00	\$8,739.87	(\$8,739.87)	0.0

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Changes to Appropriations

<i>Date</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Reason</i>
2/11/13	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$9.95	Refund on Lost Bk Pd 1/18/13 & Found - A/P#75
3/11/13	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$8.60	Refund on Lost Bk Pd 1/29/13 & Found - A/P#197
4/8/13	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$13.99	Refund on Lost Bk Pd 2/4/13 & Found - A/P#263
4/8/13	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$11.99	Refund on Lost Bk Pd 2/21/13 & Found - A/P#279
6/10/13	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$12.99	Refund on Lost Bk Pd 5/25/13 & Found - A/P#505
6/10/13	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$17.95	Refund on Lost Bk Pd 5/20/13 & Found - A/P#492
6/10/13	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$18.95	Refund on Lost Bk Pd 4/9/13 & Found - A/P#457
6/10/13	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$31.95	Refund on Lost Bk Pd 5/1/13 & Found - A/P#450

Net Changes by Fund

<i>Fund Number</i>	<i>Net Change</i>
100	\$126.37

*Voucher List**Jasper County Public Library**Report Date: From 6/1/13 To 6/30/13*

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
32234	422	AARON'S LAWN CARE	6/10/13	DeM, Rens, & Wh: Mowing and edging	\$935.00
32235	423	ACE HARDWARE	6/10/13	Toilet repair parts, door stops, splashblock	\$17.76
32236	424	ALCO STORES, INC.	6/10/13	Middle School Visit supplies	\$5.99
32237	425	ALLIED WASTE SERVICES #71	6/10/13	Wh: Trash Service- June	\$54.88
32238	426	AMSTERDAM	6/10/13	Fountain Soda Tumblers with logo	\$421.14
32239	427	ANTHEM BLUE CROSS BLUE	6/10/13	Health premiums June, 18 employees	\$11,883.72
32240	428	ANTHEM LIFE	6/10/13	Life Insurance premiums, June	\$99.54
32241	429	BAKER & TAYLOR ENTERTAIN	6/10/13	DVDs	\$271.35
32242	430	BAKER & TAYLOR	6/10/13	Books, Continuations, AV, Auto. Yours	\$8,434.25
32243	431	BANK OF NEW YORK MELLON	6/10/13	2004 Bond Payment	\$160,140.00
32244	432	BLUETARP FINANCIAL, INC	6/10/13	Toilet, screws, towel roll-blue, flashing sealant	\$163.28
32245	433	BRENDA THOMPSON	6/10/13	Mileage 5/31/13: B2B; B2B expenses	\$42.00
32246	434	BROWN'S GARDEN & FLORAL	6/10/13	Rens: Ash Tree Treatment	\$175.00
32247	435	CARRIAGE PAPER PRODUCT	6/10/13	Toner, receipt paper rolls	\$191.56
32248	436	CAROLYNN DeVRIES	6/10/13	Mileage 5/30/13: Scholastic Warehouse Sale	\$76.84
32249	437	CATHOLIC WORD	6/10/13	Books	\$51.19
32250	438	CENTER POINT PUBLISHING	6/10/13	Books	\$48.00
32251	439	GALE/CENGAGE LEARNING	6/10/13	Books	\$93.23
32252	440	CRESTLINE SPECIALTIES, INC	6/10/13	Pocket Cleaning Cloths with logo	\$197.50
32253	441	CHARLES RYAN DEMLER	6/10/13	Summer Reading Performer	\$750.00
32254	442	CULLIGAN WATER CONDITIO	6/10/13	Wh: Water Cooler Rental-June; 5 gallon drinking water-7	\$59.20
32255	443	DAVIDSON TITLES INC.	6/10/13	Books	\$1,731.94
32256	444	DELTA DENTAL	6/10/13	Dental Ins. Premiums, June, 18 employees	\$504.44
32257	445	DEMOTTE DECORATIVE STO	6/10/13	Wh: 32.5 yards gold mulch	\$1,227.50
32258	446	ENA SERVICES LLC	6/10/13	Internet service for May 2013	\$1,461.00
32259	447	FAEGRE BAKER DANIELS	6/10/13	Legal Assistance on personnel matters	\$781.00
32260	448	FFC FENCING CO.	6/10/13	Rens: Remove damaged fence section, replace bent bottom rail with new bottom rail, reinstall fence section	\$175.00
32261	449	FINDAWAY WORLD, LLC	6/10/13	Playaway Views	\$799.92
32262	450	GEORGIA MCKIM	6/10/13	Reimbursement for lost book previously paid for.	\$31.95
32263	451	INDIANA LIBRARY FEDERATIO	6/10/13	ILF District 1 Conference- 3 Registrations	\$265.00
32264	452	INFOGROUP	6/10/13	Continuations	\$620.00
32265	453	JASPER COUNTY HISTORICAL	6/10/13	Vintage Views	\$7.50
32266	454	JAMES R. LITTLE	6/10/13	Faucet, plumbing lines, splashblock, lightbulbs	\$216.41
32267	455	LINDA POORTENGA	6/10/13	Mileage 5/8-5/15/13: Librarians Council Meeting, TLC User Meeting	\$47.46
32268	456	THE LOCK DOCTOR	6/10/13	Wh: Repair lock on the inside of panic exit device on main entrance door	\$135.00
32269	457	MELISSA J. WIDNER	6/10/13	Reimbursement for lost book previously paid for.	\$18.95
32270	458	MIDWEST TAPE	6/10/13	DVDs	\$52.97
32271	459	OLLIS BOOK CORPORATION	6/10/13	Books	\$914.70
32272	460	PATTY STRINGFELLOW	6/10/13	Tacky glue	\$3.93
32273	461	PEGGY WOODS	6/10/13	Mileage 4/10-5/24/13: pickup pizza for staff party, AV return, AV shopping, Courthouse, pickup pies for staff anniversary, supply shopping, Post Office	\$16.05
32274	462	POST TRIBUNE	6/10/13	DeM: Newspaper subscription 6/22/13-6/20/14	\$195.00
32275	463	PROQUEST LLC	6/10/13	Microfilm of Rens Republican (9/1/12-12/31/12)	\$81.02
32276	464	QUILL CORPORATION	6/10/13	11x17 copy paper, correction tape, toner	\$183.13
32277	465	RACHAEL CAVINDER	6/10/13	Mileage 5/6-5/16/13: Preschool Visit, Summer Reading Shopping, Management Meeting	\$57.63

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
32278	466	REBECCA AMALONG	6/10/13	Mileage 4/11-5/13/13: Management Meeting, TLC Users Group Meeting	\$176.28
32279	467	RECORDED BOOKS, LLC	6/10/13	Audiobooks	\$2,230.76
32280	468	RENSELAER CENTRAL HIGH	6/10/13	Yearbooks 1983, 2003, 2011, 2012	\$120.00
32281	469	ROTARY CLUB of RENSSLAER	6/10/13	March & April dues and meals	\$108.00
32282	470	ROBERT HUNT	6/10/13	Summer Reading Performer	\$900.00
32283	471	ROEING CORP.	6/10/13	Tech Maintenance Support - 3rd Installment 2013	\$7,500.00
32284	472	SCHOLASTIC INC.	6/10/13	Books	\$144.38
32285	473	SHEILA MAXWELL	6/10/13	Mileage 1/3-5/30/13: Branch Visits, Positivity Committee Meetings, Automation Counterparts Meetings, Broadband Summit, Pinterest Class; Counterparts expenses, 6' RCA cable, Parking	\$609.76
32286	474	SIMPLEXGRINNELL	6/10/13	Wh: relocated 2 smoke detectors, checked system	\$650.00
32287	475	SVT, LLC	6/10/13	Management Meeting expenses, gloves	\$27.31
32288	476	THE LIBRARY CORPORATION	6/10/13	Library Solutions Software Support, Marc Records Access, Hosting Services Sept. 2013- Aug. 2014; Reports Manager Renewal July 2013-June 2014	\$29,489.00
32289	477	TOWN OF DEMOTTE	6/10/13	DeM: sewer-May	\$71.90
32290	478	TOWN OF WHEATFIELD	6/10/13	Wh: sewer- June	\$56.65
32291	479	VISION SERVICE PLAN- (IN)	6/10/13	Vision Ins. Premiums- June, 18 employees	\$202.76
32292	480	WAL-MART COMMUNITY/GEC	6/10/13	Coloring Contest prizes, children's supplies, Summer Reading prizes, Teen Read Program supplies, Third Thursday supplies, wipes, DVDs	\$468.56
32293	481	WASTE MANAGEMENT	6/10/13	DeM: Trash Pick-up, June	\$70.76
0	482	PAYROLL	6/10/13	PAYROLL	\$50,290.15
0	483	ALLIANCE BANK	6/10/13	Direct Deposit fees month of May 2013	\$36.50
0	484	BILL HROMADA	6/10/13	Courier Mileage 5/16 - 5/31/2013 conf. #11	\$385.33
0	485	GREAT-WEST RETIREMENT S	6/10/13	Annuity withheld from 6/10/13 payroll conf. #12	\$1,536.20
0	486	INDIANA DEPARTMENT OF RE	6/10/13	EFT - State & County Taxes w/held May 2013 payrolls Ref #03427	\$5,826.94
0	487	INPRS fbo PERF	6/10/13	6/10/13 6/10/13 Payroll Contributions	\$5,350.30
0	488	IRS USA TAXPAYMENT	6/10/13	EFT-FICA & Federal Taxes w/held 6/10/13 Ref #55198926	\$11,615.92
32294	489	4-COUNTY SUPPLY	6/10/13	DeM: V551 Breaker Kit	\$11.07
32295	490	4 IMPRINT	6/10/13	Book Lights, Jar Openers, Mood Pencils, Beach Mats	\$2,567.04
32296	491	BUSINESS CARD	6/10/13	TLC User Group Meeting expenses, Summer Reading Shopping expenses, Summer Reading prizes, Scholastic Bookfair expenses, children's supplies, refrigerator repair parts, vacuum repair parts, office chair, Staff Anniversary expenses, DVDs	\$955.94
32297	492	CARI KNIP	6/10/13	Reimbursement for lost book previously paid for.	\$17.95
32298	493	CENTURYLINK	6/10/13	Rens: Local Phone & Fax Service- June	\$119.44
32299	494	FOR GOODNESS SAKE PROD	6/10/13	DeM: Everglades of the North program presenter	\$100.00
32300	495	HERITAGE OFFICE PRODUCT	6/10/13	Name plate, nametag	\$25.30
32301	496	HP PRODUCTS	6/10/13	Toilet Bowl Cleaner, Glene Glass Cleaner, Trashbags	\$225.54
32302	497	JASPER COUNTY HOSPITAL	6/10/13	Water Testing	\$20.00
32303	498	KIRBY RISK CORPORATION	6/10/13	Lightbulbs	\$243.33
32304	499	KOLORTECH, INC.	6/10/13	Lightbulbs	\$337.20
32305	500	MIDWEST COLLABORATIVE F	6/10/13	Online Databases (Ancestry Library, HeritageQuest, Tumblebooks) 7/1/13-6/30/14, MCLS Annual Membership Fee (7/1/13-6/30/14)	\$2,907.56
32306	501	NIPSCO	6/10/13	DeM: Gas & Electric Service 5/6-6/5/13; Wh: Gas & Electric Service 5/1-6/4/13	\$5,467.15
32307	502	LAURIE STEELE	6/10/13	Online Database (Read the Books) 7/1/13-6/30/14	\$890.00
32308	503	RELIABLE EXTERMINATORS, I	6/10/13	DeM: Interior & Exterior Treatment; Rens: Exterior Treatment	\$402.00
32309	504	SMART STORAGE LLC	6/10/13	Wh: shelf for juvenile area	\$77.51
32310	505	TARA BLACKWELL	6/10/13	Reimbursement for lost book previously paid for.	\$12.99

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
32311	506	UNIQUE MANAGEMENT SERVI	6/10/13	Collections: Initial/Secondary Placements- May	\$143.20
0	507	JASPER COUNTY PUBLIC LIB	6/14/13	CD# 400043192 Matured	\$725,000.00
0	508	JASPER COUNTY PUBLIC LIB	6/14/13	CD# 400043193 Matured	\$275,000.00
32312	509	JASPER COUNTY PUBLIC LIB	6/18/13	To Purchase CD#400043546 for 365 days	\$725,000.00
32313	510	JASPER COUNTY PUBLIC LIB	6/18/13	To Purchase CD#400043547 for 365 days	\$275,000.00
0	511	PAYROLL	6/10/13	PAYROLL	\$46,665.64
0	512	AFLAC	6/25/13	Supplemental Ins - June 2013 (Conf. #16)	\$209.48
0	513	BILL HROMADA	6/25/13	Courier mileage 6/1/13 - 6/15/13 Conf. #15	\$350.30
0	514	CENTURYLINK	6/25/13	WH: Local Phone Service 6/7-7/6/13 (Conf. #14)	\$38.48
0	515	CENTURYLINK	6/25/13	WH: Fax Service 6/7-7/6/13 (Conf. #13)	\$14.27
0	516	CITY OF RENSSELAER	6/25/13	Rens: Utilities 5/8-6/7/13 Conf. #17	\$3,318.50
0	517	GREAT-WEST RETIREMENT S	6/25/13	Annuity withheld from 6/25/13 payroll Conf. # 18	\$1,536.20
0	518	INPRS fbo PERF	6/25/13	6/25/13 Payroll Contributions	\$4,916.44
0	519	IRS USA TAXPAYMENT	6/25/13	EFT-FICA Federal Taxes w/held 6/25/13 Ref # 43655318	\$10,559.70
Total Amount of Claims					\$2,393,638.62

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, July 01, 2013

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$2,393,638.62

Date this 8th day of July, 2013.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

JASPER COUNTY PUBLIC LIBRARY
Receipt Breakdown
June 30, 2013

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
FINES & FEES:			\$2,952.92	\$16,861.06
DeMotte	\$1,203.49	\$5,411.26		
Rensselaer	\$981.89	\$7,123.01		
Wheatfield	\$767.54	\$4,326.79		
PHOTOCOPIES:			\$740.88	\$4,959.58
DeMotte	\$280.60	\$2,016.15		
Rensselaer	\$286.93	\$1,875.33		
Wheatfield	\$173.35	\$1,068.10		
INTEREST (Checking, Repurchase, CDs):.....			\$79.49	\$418.15
TAXES:			\$69,702.27	\$1,065,981.87
Property Tax	\$0.00	\$589,971.02		
LOIT	\$17,903.58	\$107,421.49		
License Excise Tax	\$0.00	\$49,857.98		
Financial Institution Tax	\$0.00	\$1,233.91		
CVET(Commercial Vehicle Excise)	\$0.00	\$6,705.33		
Local Option/Certified Shares	\$42,698.46	\$256,190.76		
Local Option/Property Tax Repl.	\$9,100.23	\$54,601.38		
TAXABLE SALES:-.....			\$27.22	\$66.64
REFUNDS:			\$200.00	\$17,074.34
Rebates/Refund	\$0.00	\$125.00		
Insurance Claims/Reimbursements	\$0.00	\$0.00		
Meeting Room Rental	\$200.00	\$1,000.00		
Reimbursement	\$0.00	\$0.00		
Fixed Asset Sales	\$0.00	\$450.00		
Miscellaneous Receipts	\$0.00	\$204.04		
Interfund Transfer	\$0.00	\$15,295.30		
TOTAL OPERATING FUND RECEIPTS.....			\$73,702.78	\$1,105,361.64
PLAC FUND:.....			\$0.00	\$50.00
GIFT FUNDS:			\$939.85	\$9,576.63
DeMotte	\$389.85	\$2,633.51		
Rensselaer	\$250.00	\$4,654.70		
Wheatfield	\$300.00	\$2,288.42		
LIB. IMPROV. RESERVE FUND:			\$37.66	\$189.47
Interest Earned	\$37.66	\$189.47		
Transfer from OPERATING	\$0.00	\$0.00		
BOND & INTEREST REDEMPTION FUND:		\$158,655.10	\$0.00	\$158,655.10
Property Tax	\$0.00	\$146,659.46		
License Excise Tax	\$0.00	\$10,347.88		
Financial Institution Tax	\$0.00	\$256.09		
CVET(Commercial Vehicle Excise)	\$0.00	\$1,391.67		
Interfund Transfer	\$0.00	\$0.00		
RAINY DAY FUND:		\$0.00	\$2,486.13	\$2,486.13
Special CAGIT Distribution	\$0.00	\$0.00		
Interest Earned	\$2,486.13	\$2,486.13		
STATE TECHNOLOGY FUND GRANT FUND:-.....		\$0.00	\$0.00	\$0.00
CAPITAL PROJECTS FUND:			\$6,557.71	\$6,573.92
Interest Earned	\$6,557.71	\$6,573.92		
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Interfund Transfer	\$0.00	\$0.00		
HOST/HOSPITALITY FUND:-.....			\$0.00	\$0.00
LEVY EXCESS FUND:-.....			\$0.00	\$0.00
SALES TAX:-.....			\$15.93	\$89.53
CASH CHANGE FUND			\$0.00	\$0.00
SUB-TOTAL (page 1).....			\$83,740.06	\$1,282,982.42

WITHHOLDING ACCOUNT FUNDS:

FIT Tax Collected	\$7,814.52	\$48,470.16
FICA Collected	\$7,180.57	\$42,895.80
State Tax Collected	\$3,301.06	\$19,927.16
County Tax Collected	\$2,636.88	\$15,755.14
Deferred Comp Plan	\$3,072.40	\$18,312.00
Pre-tax Insurance Plans	\$3,218.59	\$19,441.55
Life Insurance	\$135.52	\$822.04
INPRS	\$2,809.52	\$16,099.14
Garnishments	\$0.00	\$0.00
Credit Union	\$0.00	\$0.00

\$30,169.06

\$181,722.99

TOTAL RECEIPTS - ALL FUNDS.....**\$113,909.12****\$1,464,705.41**

Voucher List

Jasper County Public Library

Report Date: From 7/1/13 To 7/8/13

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
32314	520	AARON'S LAWN CARE	7/8/13	DeM., Rens, Wh: Mowing and edging 6/3-6/25/13	\$815.00
32315	521	ACE HARDWARE	7/8/13	Putty knife, cement, 5qt container, toilet repair parts, wasp spray	\$32.64
32316	522	ALLIED WASTE SERVICES #71	7/8/13	Wh: Trash Service- July	\$54.88
32317	523	AMERICAN LIB. ASSN.	7/8/13	Every Child Ready to Read Bookmarks & Brochures	\$148.00
32318	524	ANTHEM BLUE CROSS BLUE	7/8/13	Health premiums July, 19 employees	\$11,883.72
32319	525	ANTHEM LIFE	7/8/13	Life Insurance premiums, July	\$110.34
32320	526	BLUETARP FINANCIAL, INC	7/8/13	Plumber's wrench, adjustable slip nut wrench, caulk, PVC foam tape, blue towel roll, screws, 4ft post, paint brush, rollers	\$53.92
32321	527	BRYCE KINGMAN	7/8/13	Reimbursement for lost item previously paid for.	\$19.99
32322	528	CENTER POINT PUBLISHING	7/8/13	Books	\$53.92
32323	529	CMS, INC.	7/8/13	Software Service and Support Renewal	\$1,238.83
32324	530	CULLIGAN WATER CONDITIO	7/8/13	Wh: Water Cooler Rental-July; 5 gallon drinking water-10	\$79.45
32325	531	DANA MCCARTHY	7/8/13	DeM: Summer Reading Program Presenter	\$300.00
32326	532	DAVIDSON TITLES INC.	7/8/13	Books	\$810.89
32327	533	DAVIS WATER SERVICES, INC	7/8/13	DeM: Solar salt	\$25.50
32328	534	DELTA DENTAL	7/8/13	Dental Ins. Premiums, July, 19 employees	\$531.10
32329	535	DEMCO	7/8/13	Tape, classification labels, book pockets, book tape, polyfit,	\$540.11
32330	536	DIANA KOOY	7/8/13	B2B expenses	\$10.15
32331	537	DONNA BARKO	7/8/13	Mileage 5/2-6/25/13: bank deposits, Post Office	\$19.10
32332	538	EBSCO Accounts Receivable	7/8/13	Database Renewals 5/13-4/14 (Automotive Repair, Small Engine Repair)	\$3,000.00
32333	539	ENA SERVICES LLC	7/8/13	Internet service for June 2013	\$1,461.00
32334	540	FLEX-PAC INC	7/8/13	Hand soap	\$151.11
32335	541	FOR GOODNESS SAKE PROD	7/8/13	Rens: Everglades of the North program presenter	\$100.00
32336	542	GALE/CENGAGE LEARNING	7/8/13	Continuations, Opposing Viewpoints database renewal	\$1,325.58
32337	543	GOODWIN FIRE EQUIPMENT, I	7/8/13	DeM, Rens, Wh: Annual fire extinguisher inspection and maintenance	\$290.45
32338	544	HAMSTRA BUILDERS, INC.	7/8/13	Wh: replaced bad blower motor on east furnace	\$220.50
32339	545	HERITAGE OFFICE PRODUCT	7/8/13	Counterfeit Detector pens	\$9.06
32340	546	INDIANA WILD	7/8/13	Rens: Summer Reading Program	\$183.34
32341	547	INTELLIGENT CLEANING SYS	7/8/13	Paper towels, toilet paper, hand towels	\$387.52
32342	548	JOVITA RODRIGUEZ	7/8/13	Reimbursement for lost item previously paid for.	\$16.99
32343	549	KAPCO	7/8/13	Easy Cover book covers, poly covers	\$247.55
32344	550	KIM DELGER	7/8/13	Book Discussion Dinner expenses	\$115.96
32345	551	LAKESHORE LEARNING MATE	7/8/13	Mobile drying rack	\$144.85
32346	552	BRIAN ORBAN	7/8/13	Wh: Set-up sprinkler system	\$375.00
32347	553	LINDA POORTENGA	7/8/13	Mileage 5/18-6/21/13: bank deposits, Chamber Meeting, B2B Meeting	\$33.22
32348	554	OFFICE DEPOT	7/8/13	Tape, green labels, sticky notes, green copy paper, CD-RWs	\$54.95
32349	555	OSBY WATER CONDITIONING	7/8/13	Wh. Water softener chemicals	\$95.00
32350	556	POSTMASTER	7/8/13	Stamps	\$500.00
32351	557	QUILL CORPORATION	7/8/13	3-hole punch, permanent markers, toner cartridge, 9x12 envelopes	\$198.36
32352	558	RENSSELAER CHAMBER OF C	7/8/13	March & May Luncheon Meetings	\$20.00
32353	559	ROEING CORP.	7/8/13	C2G stereo audio cable, keyboard	\$54.95
32354	560	STANDARD & POOR'S CORP.	7/8/13	S&P outlook Subscription-Annual	\$243.75
32355	561	SARAH TROSPER	7/8/13	Reimbursement for lost item previously paid for	\$13.98

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
32356	562	STEPHANIE M. CALL	7/8/13	Reimbursement for item that patron overpaid for	\$2.15
32357	563	TOWN OF DEMOTTE	7/8/13	DeM: sewer-June	\$71.90
32358	564	TOWN OF WHEATFIELD	7/8/13	Wh: sewer- July	\$56.65
32359	565	TRUGREEN PROCESSING CE	7/8/13	Rens: Insect & Disease Control Treatment; Wh: Weed Control Treatment	\$305.70
32360	566	UPSTART	7/8/13	Summer Reading Volunteer supplies	\$20.95
32361	567	VISION SERVICE PLAN- (IN)	7/8/13	Vision Premium, 19 employees July 2013	\$202.76
32362	568	WAL-MART COMMUNITY/GEC	7/8/13	Summer Reading supplies, Children's supplies, cleaning supplies, staff anniversary card, batteries, Adult supplies, pens, DVDs, CDs	\$1,228.79
32363	569	WASTE MANAGEMENT	7/8/13	DeM: Trash Pick-up, July	\$70.76
32364	570	WHEATFIELD CHAMBER OF C	7/8/13	Wh: Chamber Membership Dues 2013-2014	\$100.00
32365	571	WORLD BOOK INC.	7/8/13	World Book Online Reference database renewal	\$995.00
32366	572	ZIESE PLUMBING, HEATING, &	7/8/13	DeM: looked at urinals & toilets, worked on staff toilet, inspected backflow, tightened sloan valve on urinals	\$306.76
32367	580	BAKER & TAYLOR ENTERTAIN	7/8/13	DVDs	\$462.87
32368	581	BAKER & TAYLOR	7/8/13	Books, Continuations, AV, Auto. Yours	\$8,972.47
32369	582	BUSINESS CARD	7/8/13	Books, Summer Rdg supplies & prizes, Management Meeting expenses, refrigerator, magazine, B2B expenses, Children's supplies, clear cover, vacuum repair part,	\$1,111.38
32370	583	CENTURYLINK	7/8/13	Long Distance Phone Service- June 2013	\$3.12
32371	584	CENTURYLINK	7/8/13	Rens: Local Phone & Fax Service July 2013	\$200.44
32372	585	COMMUNITY MEDIA GROUP, I	7/8/13	Rens & Wh: KV Post-News subscription 7/29/13-7/28/14	\$114.00
32373	586	DAVIS WATER SERVICES, INC	7/8/13	Dem: Tanin Unit Rental- Apr, May, Jun 2013	\$90.00
32374	587	MAGAZINE SUBSCRIPTION SE	7/8/13	Annual Sept-Dec Magazine Renewals	\$5,017.85
32375	588	MIDWEST TAPE	7/8/13	DVDs	\$64.76
32376	589	NIPSCO	7/8/13	Wh: Gas & Electric Service 6/4-7/3/13	\$2,115.59
32377	590	OFFICE DEPOT	7/8/13	DVD/CD folders, tape	\$54.89
32378	591	PATTY STRINGFELLOW	7/8/13	Mileage 5/8-7/5/13: Librarian's Council Meeting, Library Event @ DeMotte, Branch Visit	\$84.75
32379	592	RAYANN GILMORE	7/8/13	DeM. Petty Cash: postage, children's program supplies, Adult Winter Reading program supplies	\$24.79
32380	593	RMC IMAGING, INC	7/8/13	Annual Maintenance ST-200 Scanner & Companion Scanner, 7/28/13-7/27/14	\$1,657.50
32381	594	UNIQUE MANAGEMENT SERVI	7/8/13	Collections: Initial/Secondary Placements- June	\$134.25
32382	595	USA TODAY	7/8/13	Rens: Newspaper Subscription 7/1/13-7/31/14	\$286.30

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
Total Amount of Claims					\$49,727.04

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, July 08, 2013

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$49,727.04

Date this 8th day of July, 20 13.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

AUGUST

**Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, August 12, 2013, 6pm
Rensselaer Public Library**

Opening of Meeting

Moment of Silence

Approval of Consent Agenda & Consent Agenda Items

Action

Minutes of July Board Meeting
Bills/Financial Reports
Salary Ordinance Update (R 7)
Policy Review (R 10, R 12)
Workshop Request (R 32)

General Business

Rensselaer Library Re-Roof Project (R 32)	Action
DeMotte Library-Update on Concrete Floor (R 32- R33)	Information
2014 Budget (R 33)	Action
Resolution to Continue in the Public Library Internet Consortium (R 33)	Action
Resolution to Pay Bills with Prior Approval (R 33)	Action

Director's Report (R 32-R 35)

Information

Items for Future Agendas

Public Forum

Adjournment

MINUTES

Jasper County Public Library Board of Trustees
6:00 PM

July 8, 2013
Rensselaer Library

Present: Janelle Harper, Jody Melton, Mari Anne Saylor, Janet Umlauf, Deana George, Patricia Stringfellow, Rayann Gilmore, Harry Mohler

Absent: Natalie Waling, Timothy Schultz

Agenda & Consent Agenda Approval: In the absence of the President, Vice-President- J. Melton presided over the meeting. D. George moved to add DeMotte Library Building Issue to the agenda, seconded by M. Saylor. Motion passed. The Consent Agenda and Consent Agenda items including the June Board Meeting Minutes, bills/financial reports, Patron Tasks & Devices Policy revisions, updates to the Salary Ordinance, and a request to send Sheila Maxwell & Melissa Widner to Internet Librarian conference were approved as presented on a motion by J. Umlauf, seconded by M. Saylor. Motion passed.

DeMotte Library Building Issue: On June 27th, Brenda Thompson informed P. Stringfellow that the floor in the foyer of the DeMotte Library had buckled. P. Stringfellow contacted Hamstra Group who sent Karl Whitaker out to look at the floor. At his initial visit he deemed the matter not serious and recommended cutting out tile and relaying it. P. Stringfellow asked for a quote. He came out again Monday, July 1 and found that the issue seemed to have gotten worse. He walked the building and thought that the problem could be due to the building settling, though settling seemed appropriate for the age of the building, except in the foyer. He took out the tiles that had buckled and replaced them with plywood to even out the floor. Karl came back with a tile guy from DeMotte Carpet to check the tiles. Staff reported "speed bumps" in the library (slight raised areas in carpeted areas), which Karl thought could be due to water pressure under the building pushing up the concrete slabs and that de-watering methods should be investigated. He advised P. Stringfellow to contact an architect familiar with the building to come out and provide guidance as to correction. P. Stringfellow contacted Harry Mohler who met with Karl on Friday, July 5 at the Library. They walked the building checking for signs of water and found none. Elevator shaft is dry. Floor outlets are dry. Measurements were also taken to track movement. Harry came back on Monday, July 8 to do some more investigating. He did some measuring and found that there was minimal to no movement over the weekend. He checked the concrete under the carpet in an area where some of the worse bumps are and found it to be dry and not cracked. Since the bumps are in a straight line, settling is probably not the cause because that would normally be a circular pattern. Harry checked the blueprints for the DeMotte Library and found a pipe for foundation drainage runs underneath the building. It also looks like the down spouts are connected into the foundation drains, which would mean all of the water from the roof would be going into this pipe under the building. He suspects that the pipe may be broken somewhere under the building and the water is then pushing up through the expansion joints which would explain the bumps being in a straight line. He suggests getting a plumber to snake a camera through the downspouts to see where the water is going and if there is a break under the building. Both Karl and Harry have advised that the building is structurally sound – no cracks, no foundation failure; not a settlement issue. P. Stringfellow will work with Harry to arrange for the plumber.

DeMotte Touch of Dutch Festival: The Festival will be held on Saturday, August 10 in DeMotte at Spencer Park. A 5K Run begins at 8am near the library and follows the same route as usual. A parade is scheduled in the morning. B. Thompson recommends being closed on Festival day due to

congestion around the library and struggles of getting to the library. The Friends of the Library will hold a book sale in the library meeting room and one staff member will remain at the library all day, even if the library is closed to the public. Janitor hours will be staggered that day to maintain restrooms that will be used by 5K runners and book sale attendees. J. Umlauf moved to close the DeMotte Library on August 10 for the Touch of Dutch Festival, seconded by D. George. Motion passed.

LSTA Technology Sub-Grant: We received word in mid June that we have been awarded an LSTA grant for the purchase of iPads for e-access. Our plans are to make e-magazines available for patron use in the library via iPads. We have been awarded \$2,235 for the purchase of the iPads. Content will be acquired with operating funds. In order to accept this grant and move forward with implementation the Board must pass a resolution to approve the contract between our library and the Indiana State Library and naming the Director and Board President as authorized to execute the contract for and on behalf of the Library Board. M. Sayler moved to enter into the contract and allow N. Waling and P. Stringfellow to execute the contract, seconded by D. George. Motion passed.

Health Insurance-Offer for Early Renewal: Anthem Blue Cross & Blue Shield is offering all small group employers the opportunity to renew in December rather than January. If the Library takes this option, we will receive a renewal about October 1 based on current regulations and the new rates will take effect December 1, 2013. About November 1 the Library will also receive renewal rates for a January 1, 2014 effective date. This renewal will be based on the new regulations. The Library will have the option of the December or January renewal. There is no guarantee that the early renewal will save premium dollars, but our agent is encouraging all libraries to take advantage of this offer in order to review both options. If we wish to take advantage of this early renewal offer, we must respond yes by August 30, 2013. J. Umlauf moved to exercise the early renewal option, seconded by M. Sayler. Motion passed.

Library Web Site- Posting Board Meeting Minutes: Five of thirteen public libraries in our vicinity post their board meeting minutes on their website. JCPL complies with the Open Door Law of access, inspection, and copying of our minutes but does not currently post minutes to the website. It is the consensus of the board to continue in this same manner.

Director's Report: The Affordable Care Act requires insurance companies to rebate premiums back if they do not spend 80% of the premiums collected on health care costs. The Library received a rebate check. We will rebate the employee portion of the rebate to affected employees in a manner that meets the requirements of the Affordable Care Act. A one-time temporary fund, "Insurance Refund Fund", may be created if needed. Our insurance agent has provided guidelines for this rebate which we are reviewing.

Stace Pickering attended our June board meeting to review our building insurance and answer questions. There was a discussion about flood insurance and the DeMotte location. Stace reports that the highest limit offered for flood insurance is \$500,000 for the building and \$50,000 for the contents with a \$1000 deductible. The cost would be \$2632 per year. If the board would like to see any other lower limits, has any questions, or would like to move forward with this we are to contact Stace. J. Melton stated that the DeMotte Library is not in a flood zone.

Two CDs matured in June. We reinvested this money in two new CDs that will mature in one year. The rates are poor but better than our sweep account offers.

Adjournment: With no further matters for discussion J. Umlauf moved to adjourn at 7:04 PM, seconded by D. George.

Deana K. George

Deana George, Secretary

Jody Melton

Attest: Jody Melton, Vice-President

CIRCULATION BY HOLDINGS CODE
July 2013

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	17	0	4	21
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJBPF)	0	0	0	0
Award Winning fiction (DAWFIC)	28	2	1	31
Award Winning non-fiction (DAWNF)	0	0	0	0
Award Winner YAFIC (DAYAF)	1	0	0	1
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	26	5	1	32
Blu-Ray (DBR)	66	1	1	68
Books on CD (DBKCD)	161	9	1	171
Books on Tape (DBKT)	1	0	0	1
Compact Disc (DCD)	302	21	10	333
Digital Audiobooks (DDA)	13	1	1	15
DVD (DDVD)	1775	21	6	1802
Equipment (DEQP)	58	0	0	58
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	42	0	0	42
Fiction (DFIC)	897	30	36	963
Fiction Fantasy (DFICF)	19	1	2	22
Fiction Mystery (DFICM)	169	9	4	182
Fiction New (DFICNEW)	442	27	16	485
Fiction Science Fiction (DFICSF)	13	1	1	15
Fiction Western (DFICW)	13	0	1	14
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	124	3	0	127
Hanging Bags (DHANG)	17	0	0	17
ILL (DILL)	62	3	0	65
Internet (DINTER)	889	0	0	889
Juv. Audio book (DJAUDB)	17	0	0	17
Juv. Biography (DJBIO)	24	1	1	26
Juv. Book on CD (DJBKCD)	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	32	0	1	33
Juvenile Easy (DJE)	569	14	8	591
Juv. Easy Non-fiction (DJENF)	56	0	0	56
Juv. Easy Reader (DJER)	606	5	25	636
Juv. Fiction (DJFIC)	773	16	9	798
Juv. Holiday books (DJHOL)	32	0	0	32
Juv. Magazine (DJMAG)	57	2	0	59
Juv. Music Cassette (DJMC)	0	0	0	0
Juv. Nonfiction (DJNF)	332	9	10	351
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	1	0	0	1
Juv. Toddler (DJTOD)	151	1	1	153

Large Print Fiction (DLPF)	175	16	1	192
Large Print Nonfic (DLPNF)	8	0	0	8
Magazine (DMAG)	753	13	3	769
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	5	1	5	11
Nonfiction 100 (DNF100)	20	0	0	20
Nonfiction 200 (DNF200)	14	3	0	17
Nonfiction 300 (DNF300)	43	2	3	48
Nonfiction 400 (DNF400)	8	0	0	8
Nonfiction 500 (DNF500)	22	0	0	22
Nonfiction 600 (DNF600)	181	18	10	209
Nonfiction 700 (DNF700)	43	1	3	47
Nonfiction 800 (DNF800)	10	1	1	12
Nonfiction 900 (DNF900)	58	8	0	66
Nonfiction Blu-Ray (DNFBR)	1	0	0	1
Nonfiction DVD (DNFDVD)	98	2	0	100
Nonfiction (DNFIC)	1	0	0	1
Nonfiction New (DNFNEW)	107	10	5	122
Nonfiction VHS (DNFVHS)	1	0	0	1
Oversize (DOVER)	1	0	0	1
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	2	0	0	2
Reference (DREF)	0	0	0	0
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	2	0	0	2
Software (DSWAR)	24	0	0	24
Vertical File (DVF)	0	0	0	0
VHS (DVHS)	40	1	1	42
YA Audio book (DYAUDB)	3	0	0	3
YA Biography (DYAB)	3	0	0	3
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	278	10	7	295
YA Music CD (DYACD)	3	0	0	3
YA Nonfiction (DYANF)	20	0	3	23
YA Paperback Fic (DYAPBF)	0	0	0	0
Storage (DZSTO)	9	1	0	10
Award Winner JBIO (RAJBIO)	0	0	0	0
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	1	35	0	36
Blu-Ray (RBR)	0	156	0	156
Books on CD (RBKCD)	0	169	1	170
Books on Tape (RBKT)	0	0	0	0
Compact Disc (RCD)	14	338	4	356
Digital Audiobooks (RDA)	3	26	0	29
DVD (RDVD)	21	3750	12	3783
Equipment (REQP)	0	61	0	61
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	46	0	46
Fiction (RFIC)	29	765	20	814
Fiction New (RFICNEW)	14	437	13	464

Genealogy (RGENE)	0	0	0	0
Genealogy Mag (RGMAG)	0	0	0	0
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	0	129	22	151
Hanging Bag (RHANG)	1	6	0	7
ILL (RILL)	1	86	1	88
Internet (RINTER)	0	2009	0	2009
Juv. Audio book (RJAUDB)	0	26	0	26
Juv. Biography (RJBIO)	0	42	0	42
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	1	31	0	32
Juvenile Easy (RJE)	25	743	4	772
Juv. Easy Non-fiction (RJENF)	3	66	2	71
Juv. Easy Reader (RJER)	3	421	3	427
Juv. Fiction (RJFIC)	19	629	23	671
Juv. Magazine (RJMAG)	0	46	3	49
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	4	370	10	384
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	0	0	0
Juv. Reference (RJREF)	0	0	0	0
Juv. Toddler (RJTOD)	0	153	0	153
Large Print Fiction (RLPF)	24	356	2	382
Large Print Nonfic (RLPNF)	2	15	0	17
Magazine (RMAG)	4	540	5	549
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	0	11	2	13
Non-Fiction 100 (RNF100)	1	43	1	45
Non-Fiction 200 (RNF200)	1	36	0	37
Non-Fiction 300 (RNF300)	4	79	2	85
Non-Fiction 400 (RNF400)	3	6	0	9
Non-Fiction 500 (RNF500)	2	26	2	30
Non-Fiction 600 (RNF600)	20	258	10	288
Non-Fiction 700 (RNF700)	1	119	5	125
Non-Fiction 800 (RNF800)	1	3	0	4
Non-Fiction 900 (RNF900)	0	88	0	88
Nonfiction Blu-Ray (RNFBR)	0	15	0	15
Nonfiction DVD (RNFDVD)	0	232	4	236
Nonfiction (RNFIC)	5	37	0	42
Nonfiction new (RNFNEW)	12	295	6	313
Nonfiction VHS (RNFVHS)	0	0	0	0
Oversize (ROVER)	0	0	0	0
Professional Coll. (RPRO)	0	3	0	3
Reference (REF)	0	1	0	1
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	11	0	11
Software (RSWAR)	1	50	0	51
Vertical File (RVF)	0	0	0	0
VHS (RVHS)	0	8	0	8
YA Audio book (RYAUDB)	1	21	0	22
YA Biography (RYAB)	0	2	0	2

YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	8	269	6	283
YA Music CD (RYACD)	0	212	4	216
YA Nonfiction (RYANF)	1	10	1	12
YA Paperback Fic (RYAPBF)	0	0	0	0
Storage (RZSTO)	0	0	0	0
Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	2	2	14	18
Blu-Ray (WBR)	0	1	103	104
Books on CD (WBKCD)	17	9	209	235
Books on Tape (WBKT)	1	1	3	5
Compact Disc (WCD)	8	30	351	389
Digital Audiobooks (WDA)	5	1	16	22
DVD (WDVD)	13	27	2020	2060
Equipment (WEQP)	0	0	55	55
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	18	18
Fiction (WFIC)	50	28	445	523
Fiction Fantasy (WFICF)	0	0	13	13
Fiction Mystery (WFICM)	14	7	48	69
Fiction New (WFICNEW)	32	30	262	324
Fiction Science Fiction (WFICSF)	0	0	10	10
Fiction Western (WFICW)	0	0	0	0
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	0	0	41	41
Hanging Bags (WHANG)	1	0	4	5
ILL (WILL)	2	2	45	49
Internet (WINTER)	0	0	756	756
Juv. Audio book (WJAUDB)	0	0	1	1
Juv. Biography (WJBIO)	0	3	12	15
Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	0	0
Juv. Compact Disc (WJCD)	0	1	18	19
Juvenile Easy (WJE)	15	10	362	387
Juv. Easy Non-fiction (WJENF)	0	0	42	42
Juv. Easy Reader (WJER)	12	0	240	252
Juv. Fiction (WJFIC)	23	17	380	420
Juv. Magazine (WJMAG)	0	0	20	20
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	14	4	211	229
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	0	0
Juv. Toddler (WJTOD)	0	1	103	104
Large Print Fiction (WLPF)	21	15	126	162
Large Print Nonfic (WLPNF)	3	1	10	14
Magazine (WMAG)	20	2	365	387
Non-Fiction 000 (WNF000)	0	0	2	2
Non-Fiction 100 (WNF100)	0	0	9	9
Non-Fiction 200 (WNF200)	3	7	5	15
Non-Fiction 300 (WNF300)	3	4	35	42
Non-Fiction 400 (WNF400)	0	1	3	4

Non-Fiction 500 (WNF500)	0	0	28	28
Non-Fiction 600 (WNF600)	17	11	130	158
Non-Fiction 700 (WNF700)	2	0	24	26
Non-Fiction 800 (WNF800)	0	0	7	7
Non-Fiction 900 (WNF900)	1	6	28	35
Nonfiction Blu-Ray (WNFBR)	0	0	1	1
Nonfiction DVD (WNFDVD)	11	0	105	116
Nonfiction (WNFIC)	1	1	1	3
Nonfiction New (WNFNEW)	11	2	77	90
Nonfiction VHS (WNFVHS)	0	0	0	0
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	0	0	6	6
Software (WSWAR)	0	0	22	22
Vertical File (WVF)	0	0	0	0
VHS (WVHS)	0	0	7	7
YA Audio book (WYAUDB)	1	0	3	4
YA Biography (WYAB)	0	0	1	1
YA Books on CD (WYABKCD)	3	0	0	3
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	14	15	254	283
YA Music CD (WYACD)	0	0	0	0
YA Nonfiction (WYANF)	0	1	11	12
YA Paperback Fic (WYAPBF)	0	0	0	0
Storage (WZSTO)	0	0	0	0
TOTAL	10268	13795	7412	31475

CIRCULATION BY HOLDINGS CODE
July 2013

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	17	0	4	21
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	28	2	1	31
Award Winning non-fiction (AWNFI)	0	0	0	0
Award Winner YAFIC (AYAF)	1	0	0	1
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	29	42	15	86
Blu-Ray (BR)	67	173	105	345
Books on CD (BKCD)	178	187	211	576
Books on Tape (BKT)	2	1	3	6
Compact Disc (CD)	324	389	365	1078
Digital Audiobooks (DA)	21	28	17	66
DVD (DVD)	1809	3798	2038	7645
Equipment (EQP)	58	61	55	174
See librarian (ERR)	0	0	0	0

Express Book (EXP)	42	46	18	106
Fiction (FIC)	976	823	501	2300
Fiction Fantasy (FICF)	19	1	15	35
Fiction Mystery (FICM)	183	16	52	251
Fiction New (FICNEW)	488	494	291	1273
Fiction Science Fiction (FICSF)	13	1	11	25
Fiction Western (FICW)	13	0	1	14
Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	124	132	63	319
Hanging Bags (HANG)	19	6	4	29
ILL (ILL)	65	91	46	202
Internet (INTR)	889	2009	756	3654
Juv. Audio book (JAUDB)	17	26	1	44
Juv. Biography (JBIO)	24	46	13	83
Juv. Book on CD (JBOD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	0	0
Juv. Compact Disc (JCD)	33	32	19	84
Juvenile Easy (JE)	609	767	374	1750
Juv. Easy Non-Fiction (JENF)	59	66	44	169
Juv. Easy Reader (JER)	621	426	268	1315
Juv. Fiction (JFIC)	815	662	412	1889
Juv. Holiday (JHOL)	32	0	0	32
Juv. Magazine (JMAG)	57	48	23	128
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	350	383	231	964
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	0	0	0
Juv. Reference (JREF)	1	0	0	1
Juv. Toddler (JTOD)	151	155	104	410
Large Print Fiction (LPF)	220	387	129	736
Large Print Nonfic (LPNF)	13	16	10	39
Magazine (MAG)	777	555	373	1705
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	5	12	9	26
Non-Fiction 100 (NF100)	21	43	10	74
Non-Fiction 200 (NF200)	18	46	5	69
Non-Fiction 300 (NF300)	50	85	40	175
Non-Fiction 400 (NF400)	11	7	3	21
Non-Fiction 500 (NF500)	24	26	30	80
Non-Fiction 600 (NF600)	218	287	150	655
Non-Fiction 700 (NF700)	46	120	32	198
Non-Fiction 800 (NF800)	11	4	8	23
Non-Fiction 900 (NF900)	59	102	28	189
Non-Fiction Blu-Ray (NFBR)	0	0	0	0
Non-Fiction DVD (NFDVD)	109	234	109	452
Nonfiction (NFIC)	7	38	1	46
Nonfiction New (NFNEW)	130	307	88	525
Nonfiction VHS (NFVH)	1	0	0	1
Oversize (OVER)	1	0	0	1
Professional Coll. (PROF)	0	3	0	3
Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	2	0	0	2

Reference (REF)	57	110	50	217
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	2	11	6	19
Software (SWAR)	25	50	22	97
Vertical File (VF)	0	0	0	0
VHS	40	9	8	57
YA Audio book (YAUDB)	5	21	3	29
YA Biography (YAB)	3	2	1	6
YA Books on CD (YABKCD)	3	0	0	3
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	300	294	267	861
YA Music CD (YACD)	3	212	4	219
YA Nonfiction (YANF)	21	11	15	47
YA Paperback Fic (YAPBF)	0	0	0	0
Storage (ZSTO)	9	1	0	10
				0
Free reads	622	280	62	964
Games/Puzzles	62	40	0	102
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	11009	14224	7524	32757

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	2585	2049	1080	5714
Nonfiction	767	1350	531	2648
CHILDREN'S BOOKS				
Fiction	2241	2012	1163	5416
Nonfiction	468	495	288	1251
YA BOOKS				
Fiction	425	426	330	1181
Nonfiction	24	13	16	53
Magazines, Adult	777	555	373	1705
Magazines, Children	57	48	23	128
Sound Recordings, adult	533	626	599	1758
Sound Recordings, ch	72	276	28	376
Online databases	0	0	0	0
Software	25	50	22	97
Vertical file	0	0	0	0
VHS/DVD/Blu-Ray	2026	4214	2260	8500
Equipment	58	61	55	174
Total	10058	12175	6768	29001
A-V Circulation	2656	5166	2909	10731
A-V Circulation as % of total	26.4%	42.4%	43.0%	37.0%

July 2013

END OF MONTH:	DEMOTTE	RENSSELAER	WHEATFIELD
Total Materials Owned	76,895	69,049	51,990
Circulation Increase/Decrease	-10.2%	17.4%	-4.8%
XX XXXXXXXXXXXX			
MONTHLY SYSTEM STATISTICS	2012	2013	% change
Current month's Circulation	28,675	29,001	1.1%
Jan. to date circulation	190,102	192,261	1.1%

DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION	
Start of Month	End of Month	Start of Month	End of Month	Start of Month	End of Month
Volumes	Volumes	Volumes	Volumes	Volumes	Volumes
ADULT BOOKS					
22,769	22,877	13,192	13,113	14,021	13,809 Fiction
19,458	19,513	20,938	20,838	10,033	10,096 Nonfiction
CHILDREN'S BKS					
14,490	14,594	12,478	12,573	10,958	11,005 Fiction
8,061	8,088	6,592	6,645	5,781	5,833 Nonfiction
YA BOOKS					
2,073	2,100	2,957	2,979	2,456	2,240 Fiction
576	578	776	780	133	133 Nonfiction
0 Magazines,Adult					
0 Magazines, Child					
0	0	20	20	0	0 Games, Toys
3,420	3,458	3,894	3,923	3,976	3,930 Sound Rec/Adult
763	772	587	588	826	828 Sound Rec/Child
18	18	29	29	7	7 Online Databases
372	372	359	359	179	179 Software
0	0	0	0	4	4 Vertical Files
4,487	4,407	6,980	7,060	3,856	3,869 VHS/DVD/Blu-ray
118	118	142	142	57	57 Equipment
76,605	76,895	68,944	69,049	52,287	51,990 TOTAL

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

July 2013

R5

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
		Hrs.		Hrs.		Hrs.		
INTRALIBRARY LOANS FILLED	246	53	199	43	369	80	814	176
LOCAL HISTORY								
In person	3	1	5	1	1	0	9	3
Letters written	4	4	12	12	0	0	16	16
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use-Wired	889	37	2009	84	756	32	3654	152
Internet use-Wireless	418		740		329		1487	
Computer software used	180	15	234	20	148	12	562	47
VCR Use	0	0	0	0	1	0	1	0
Microforms	2	0	23	3	0	0	25	3
CD ROM/Online databases	249	21	610	51	208	17	1067	89
Typewriter use	0	0	0	0	0	0	0	0
Other equipment used	0	0	1	0	1	0	2	1
OTHER LIBRARY SERVICES USED								
Outreach activities	50	50	18	12	0	0	68	45
Notarized documents	7	2	12	3	1	0	20	5
Meeting Room Use (no. of group)	21	7	44	15	21	7	86	29
Study room use	28	2	43	4	19	2	90	8
Proctoring	0	0	1	1	0	0	1	1
Tax Forms distributed	0	0	0	0	0	0	0	0
Pull Requests	0	0	0	0	4	4	4	24
E-books downloaded							635	
IN-HOUSE USE ITEMS	467		566		100		1133	
SELF-CHECKOUT USE	452		912		717		2081	
INTERLIBRARY LOANS								
Requests made for:	81	20	59	15	37	9	177	44
Items rec'd for:	57	29	109	55	50	25	216	108
Items requested by other libraries	0		0		0		0	
Items supplied to other libraries	0	0	0	0	0	0	0	0

REGISTRATIONS

Total Borrowers	8210	8402	4813	21425
Non-resident, paying	1	1	0	2
PLAC card users	0	2	1	3
Reciprocal borrowers	360	520	127	1007
Number of New Patrons Added	43	48	37	128

PROGRAMS

DeMotte	Rensselaer	Wheatfield	TOTAL	HOURS SPENT
Hrs.	Hrs.	Hrs.		

Programs for all ages	3	18	1	6	1	6	5	30
Children's Programs (0-13)	5	30	9	54	6	36	20	120
Number attending	254		235		123		612	
YA Programs (14-17)	1	6	3	18	3	18	7	42
Number attending	19		62		59		140	
Adult Programs	4	24	6	36	0	0	10	60
Number attending	137		106		32		275	
Senior Citizen Programs	5	30	2	12	3	18	10	60
Number attending	70		61		16		147	
Total Number of Programs	18	108	21	126	13	78	52	312
Total Persons Attending	480		464		230		1174	
Total Attending Same Month Last Yr.	589		438		217		1244	
Total Staff Hours Spent		349		443		267	1059	1062
Total Number of In-House Program	15		19		12		46	
Total Attendance	405		410		219		1034	
Total Number of Outreach Program	3		2		1		6	
Total Attendance	75		54		11		140	

CIRCULATION BY PATRON CODE

PATRONS	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	6995	69.5%	8112	67.0%	4547	67.7%	19654	68.0%
Corporate	0	0.0%	106	0.9%	0	0.0%	106	0.4%
Juvenile 0-11	106	1.1%	165	1.4%	101	1.5%	372	1.3%
Juvenile-AV	1799	17.9%	1842	15.2%	1009	15.0%	4650	16.1%
Nonresident No Fee	0	0.0%	1	0.0%	1	0.0%	2	0.0%
Nonresident Fee	0	0.0%	15	0.1%	0	0.0%	15	0.1%
PLAC (state library card)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Adult	178	1.8%	355	2.9%	166	2.5%	699	2.4%
Reciprocal Juvenile	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Juvenile AV	19	0.2%	43	0.4%	0	0.0%	62	0.2%
Reciprocal YA	0	0.0%	7	0.1%	0	0.0%	7	0.0%
Reciprocal YA AV	1	0.0%	0	0.0%	0	0.0%	1	0.0%
School	0	0.0%	0	0.0%	0	0.0%	0	0.0%
School AV	0	0.0%	0	0.0%	0	0.0%	0	0.0%
St. Joseph College	0	0.0%	15	0.1%	0	0.0%	15	0.1%
Staff	483	4.8%	850	7.0%	426	6.3%	1759	6.1%
Walking books	91	0.9%	104	0.9%	0	0.0%	195	0.7%
YA 12-17	19	0.2%	81	0.7%	28	0.4%	128	4.2%
YA-AV	372	3.7%	410	3.4%	440	6.5%	1222	4.2%
Total	10063		12106		6718		28887	
 All items borrowed by nonresidents	198	2.0%	436	3.6%	167	2.5%	801	2.8%

**Salary Ordinance 2013
Updated 8/12/13**

Name	Classification	Hrly Wage	Start Date	Hrs Worked	Library
Jordan Dittirch	Page	\$7.25	8/8/13	9	W
Taitum Caggiano	Page	\$7.25	8/8/13	10	D
Cori Lane	Page	\$7.25	8/12/13	10	R

We have hired Jordan Dittirch, Taitum Caggiano, and Cori Lane as Pages. Jordan replaces Shelby Schoon who is moving out of the area to attend college. Taitum replaces Ben Postma who was promoted to Clerk. Cori replaces Nancy Hughes who resigned.

We have examined and approved the changes to the 2013 Jasper County Public Library Salary Ordinance. Dated 8/12/13.

Deanne L. George
Deanne K. George
Marie Anne Sayler
Jody Miller

Natalie Welling
Janet Umber
Timothy M. Schertz

PHOTOGRAPHY, VIDEOTAPING, AND OTHER RECORDING DEVICES POLICY

INDIVIDUAL PHOTOGRAPHY/VIDEOTAPING

Persons photographing, videotaping, or recording on library premises have the responsibility for obtaining the necessary releases and permissions from persons who are to be photographed, videotaped, or recorded. Taking photographs or videotaping of a minor, an individual under the age of 18, requires the permission of the minor's parent or guardian. The library undertakes no responsibility for obtaining these releases.

COMMERCIAL PHOTOGRAPHY/VIDEOTAPING

The library does not permit commercial photography or filming. Any exception requires the express written permission from the Library Director.

Community organizations holding scheduled events or meetings in the library study or meeting rooms may arrange for their own photography or videotaping/recording of their event. Such photography and videotaping is restricted to the space reserved by the group, and the group is responsible for any necessary releases and permissions.

LIBRARY STAFF PHOTOGRAPHY/VIDEOTAPING

We often take pictures or shoot videos at library events to use in library publicity materials and on our website. The library reserves the right to document its services and the public's use of the library. Official representatives of the library may take photographs, videotape, or use other recording devices within the library and at library-related events and activities for library purposes. These photographs and video may be copied, displayed, published (including on the any library's website presence), and telecast for such purposes as promotion, publicity, and news to inform the public about the library. All such photography/videotaping will be in accordance with library procedures.

If individuals do not wish us to use a picture or video of them or their child, they should tell a library staff member prior to the event.

This policy extends to photographs and filming by library staff at Friends of the Library events and at library booths and programs at public events in the community.

Photography, videotaping, or use of other recording devices may not interfere with the provision of library services. Staff will terminate any photography, videotaping, or recording session that appears to compromise public safety or security.

12/09; revised 8/11; revised 8/13

Internet Use and Safety Policy

Jasper County Public Library (JCPL) multi-use workstations provide access to the Internet, digital information, online catalog and Microsoft Office software.

The Internet contains a wide variety of material and opinions. Some websites contain material that may be inaccurate, defamatory, illegal or offensive to some people. Users are responsible for determining that the information they access is reliable and suited to their needs.

JCPL staff will identify on its homepage selected, particularly useful, websites. They stand ready to guide patrons in finding reliable information on the Internet. JCPL has no control over material residing on the Internet and specifically denies any responsibility for the accuracy or quality of information obtained there.

Privacy/confidentiality: The library cannot guarantee the confidentiality of personal information transmitted over the Internet. Users should closely guard personal information, credit card numbers, passwords, and other types of authorizations when on the Internet. Parents should instruct their children regarding safety and security when using electronic mail, chat rooms, and other forms of direct electronic communication and NEVER to give out personal information (name, address, phone number, etc.) online.

Children and the Internet: Children ages 16 and under must have parental permission to use the Internet or view materials on the Internet. Parents of minors should be aware of the existence of material which they might consider inappropriate for their children and should educate their children to be responsible Internet users. Even though an Internet filter is active on Internet workstations, parents should realize a filter is only partially effective and monitor their children's use of the Internet. The Library staff cannot determine what a parent will consider appropriate for his/her child. As a part of its Internet and Safety Use Policy the Library highly recommends that parents read Keeping Kids Safer on the Internet, a publication available on the Internet. The library strongly recommends that parents use the Internet access services provided by the library with their children and that the parents provide appropriate supervision.

Online catalog computers give access through the Internet to INSPIRE and other online databases. Branches with Genealogy computers allow access to the Internet for genealogical research. Genealogy computers/printers/scanners are accessible to all patrons 6th grade and older. Parental consent is not required for minors.

Individuals Using Their Own Equipment: Wireless Internet access is available at all JCPL locations. Patrons are welcome to bring laptop computers into each of our branches; however, patrons must provide their own wireless network cards that are compatible with 802.11g standard. Technical support is not available for personal laptops. **Individuals using their own equipment remain subject to the terms of this policy.** Patrons need to be aware that wireless networks are inherently insecure and it is strongly recommended that they secure their computers.

Rules for Usage: JCPL has the right to set and enforce rules concerning the use of the Internet and to change those rules at any time, without notice. All users, regardless of age, are expected to abide by the following rules:

1. Some material on the Internet is abusive, profane, sexually-oriented or illegal. Accessing these materials from library computers is inappropriate and prohibited. Examples of inappropriate conduct include but are not limited to:
 - use of the Internet for illegal purposes
 - use of the Internet to send or display sexually explicit or sexually suggestive materials
 - use of the Internet to send unsolicited commercial material or spam
 - engaging in harassing behavior such as sending or posting slanderous, sexual, threatening or patently offensive messages
 - activities that could interfere with or disrupt computer users, services, or equipment
2. Copyright restrictions and licensing agreements may not be violated. All communications and information accessible via the Internet should be assumed to be private property.
3. The Library uses Internet filtering software. Federal law requires that everyone age 16 and under use the filtering software. Parents may not authorize filter disabling for their children. Adults may request that the filter be disabled for their own personal use.
4. Because the library is a public place, staff members have the authority to end an Internet session when the Internet Use Policy is violated. Internet access rights may be suspended or revoked by the JCPL staff at any time, without prior notice, for violation of the conditions of use set forth in this document. JCPL will be the sole arbiter of what constitutes abusive conduct or violation of the JCPL Internet Use Policy.
5. Use of the Internet by both patrons and staff may be monitored.
6. The Library reserves the right to limit the amount of time users may spend online.

In consideration for the privilege of using JCPL's Internet access, users hereby release and hold harmless JCPL from any and all claims of any nature arising from their use, or inability to use, the Internet.

Internet Use Policy (for employees)

The Internet Use Policy, as stated above, applies to both patrons and employees.

The following additional provisions apply specifically to employees.

All workplace technology--telephone systems, computers, email & voice mail systems, etc., are business equipment owned by JCPL. All communications and activities conducted on company-owned equipment are the property of the library. Employees should have no expectation of privacy when using library-owned equipment.

Passwords used by employees prevent unauthorized access by other employees but should not be construed as creating an expectation of privacy from authorized access for monitoring purposes.

Employees violating library policy with regard to use of workplace technology will be disciplined.

2/96; reviewed 6/13; revised 8/13

Operating Fund Appropriations 2014 Proposed Budget

Things to remember-

- We will not know until the end of the year how much operating balance we will actually have to begin 2014.
- Miscellaneous revenue estimates are estimates. There is no way to be certain that we will get as much as we estimate. We may get more in some areas.
- The budget we have created is based upon what we know at this time. We feel we have included all necessary expenditures we know at this time and have provided for an emergency as well.
- DLGF has announced our growth quotient for our 2014 budget - 2.600%.

Operating Budget-

For your benefit we have provided additional information about some funds to give you an idea of why we budgeted the amount that we did in a given category.

1.1 Salaries and Wages --

Allows for up to a 2% increase in January. The Board determines salary increase at December board meeting.

PERF employer contribution rate 11.2% in 2014. This percentage is dictated to us.

Unemployment rate estimated at 0.749% (max is \$71.16 per employee). (We get firm figures close to year end.)

Health Insurance rate increase was estimated at 50% upon the advice of our health insurance account manager and in consideration of the Affordable Care Act. We expect to have firm figures in October or November. We budgeted for one additional employee to be on insurance as a contingency, in case someone else decides to pick up this benefit.

2.11 Official Records

Vendor checks; tax forms; receipt books; labor posters

2.12 Stationary and Printing

Envelopes/stationary; business cards; note cards

2.13 Other Office Supplies

Copy paper; printer cartridges, deposit slips

2.21 Cleaning and Sanitation

Paper products

2.23 Other Operating Supplies

Osby Chemicals; redout; fluorescent tubes; outdoor bulbs; ice melt; trash bags; batteries; etc.

2.31 Building Materials and Supplies

Air filters; ceiling tiles; boiler chemicals; mulch

2.32 Paint and Painting Supplies

For improvements to our buildings

2.33 Repair Parts

parts for toilet repairs, vacuum, lights

2.41 Library Supplies

For processing supplies, craft supplies, puppets, summer reading program materials, meeting room supplies laminate, book bags, automation materials, spine labels, book jackets, AV containers, etc. This total serves 5 departments. We do not purchase food and/or prizes from this fund.

2.42 Marketing Supplies

3.13 Legal Services

Attorney fees-employment law consultation, library policy guidance, contract review

3.14 Other Professional Services

Program Presenter fees, COBRA admin fee, Water Testing;

3.21 Telephone

3.22 Postage

3.23 Mileage

Courier mileage; staff mileage; air fare for conferences

3.24 Professional Meetings (outside training)—

Registration fees, hotel/meal expenses; our system has always been committed to continuing education for staff/Board; State Library requires a certain # of LEU hours for some library staff.

3.25 Freight/Express—

Book/nonprint shipping

3.26 Network Expenses-

It is expected that we will be reimbursed for a portion of these costs through federal and state funds. This has been the case for the past several years. If reimbursement disappears we are allowed to pay for these expenses from the Operating and/or Rainy Day fund. We feel we have placed a sufficient amount in operating to cover this contingency.

3.31 Advertising and Public Notices

Legal ads; help wanted ads

3.33 Marketing/Advertising

Publicity ads; booth rental

3.41 Official Bonds

Employee bonds; notary bonds; treasurer bonds

3.42 Other Insurance

Building insurance; D & O liability insurance

3.51 Gas

Based on history

3.52 Electricity

Based on history

3.53 Water

We have seen an increase in this expense.

3.54 Waste Disposal Service

Sewer + Trash:

3.6 Repairs/Maintenance

3.61 Buildings/Structures

	2012	2013	2014
Telephone System	\$0	\$250	\$250
Pest control-trees + exterminators	\$810	\$1,600	\$1,700
Boiler inspection	\$175	\$200	\$200
Elevator inspection (3% inc)	\$120	\$120	\$120
Fertilization, landscape grub control	\$2000	\$2,300	\$1,800
Lawn/landscaping/mulch	\$8045	\$12,500	\$11,000
snow removal	\$7500	\$6,500	\$6,000
Building repairs-Precision, Ziese, etc.	\$39,750	\$30,000	\$30,000
Tree Trimming	\$0	\$1,000	\$1,000
IDEM drinking water fee	\$200	\$200	\$0
NORWEJ hookup fee	\$0	\$500	\$0
Parking Lot-replacement lights/stripping		\$3,500	\$3,500
Locksmith		250	\$250
TOTAL	\$58,600	\$58,920	\$55,820

3.62 Equipment Repairs

Copier drums; fire extinguisher inspection/replacement; phone; contingency

3.72 Equipment Rentals

DeMotte PO Box; safety deposit box; W water cooler

3.91 Dues

Incolsa ; NICCL membership fee; ILF; W Chamber; D Chamber; R Rotary & Chamber

3.93 Taxes and Assessments

3.94 Transfer to LIRF

3.95 Book Reimbursement

3.96 Petty Cash

3.98 Maintenance and service Contracts

	2012	2013	2014
Chester A.R.C.	\$165	\$0	\$0
Chester A.R.C. Win agents	\$89	\$0	\$0
Roeing A.R.C. Win/xchange	\$300	\$0	\$0
Pro Account (Flickr)	\$25	\$25	\$25
Precision Controls	\$7,688	\$8,290	\$8,200
Simplex	\$0	\$0	\$2,300
Copiers (Heritage)	\$850	\$325	\$0
Copiers (Netwise)	\$1,951	\$2,800	\$2,800
Copiers (Cardinal)	\$1,521	\$1,600	\$1,800
Elevator	\$1,440	\$1,528	\$1,681
AVC (financial acctg)	\$1,260	\$1,380	\$1,520
Unique Management	\$3,400	\$3,650	\$3,000
Domain Registration	\$43	\$45	\$45
Pillow Express	\$550	\$550	\$625
TLC	\$41,700	\$38,158	\$38,423
Traffic Prioritization	\$300	\$0	\$0
Public WebBrowser	\$125	\$125	\$125
Softtrack metering software	\$912	\$914	\$959
HP Warranty-Intranet	\$115	\$0	\$0
HP Warranty-web	\$210	\$0	\$0
Astaro Firewall –returns 2015	\$0	\$0	\$0
Roeing	\$34,000	\$34,000	\$34,000
Engaged Patrons Events	\$229	\$229	\$229
HP Warranty-other servers	\$754	\$0	\$0
Hamstra (used to be Bloomfield)	\$2,480	\$1,208	\$1,208
W Irrigation Management-Orban	\$600	\$750	\$800
McDaniel Fire Alarm Inspection	\$2,700	\$2,700	\$0
Astaro Email Filtering	\$2,800	\$0	\$0
PC Cop Management	\$1,250	\$1,240	\$1,240
Contentdm	\$0	\$0	\$0
E Trust Anti Virus	\$0	\$0	\$0
Microfilm Maintenance	\$1,670	\$1,700	\$1,670
Email Archiving	\$0	\$1,357	\$1,357
Tech Logic Self-Check	\$1200	\$1,200	\$1,200
Direct Deposit	\$450	\$460	\$460
PLINKET Web Hosting	\$0	\$0	\$0
D & S Web Hosting	\$240	\$480	\$480
CG Smart Shield	\$200	\$231	\$201
Debit/Credit Fees	\$0	\$0	\$1,000
NOD 32	\$1170	\$1,800	\$0
TOTAL	\$112,387	106,745	\$105,348

4.3 Improvements

4.4 Equipment \$39,734

- (A) \$1,200 misc. needs
- (W) \$500 misc. needs
- (D) \$1484 (2 book carts, workroom table, bookcase)
- (R) \$1,550 (2 book carts/light fixture needs)
- (S) Meraki \$3,500
- (S) replacement pcs \$22,000
- (S) network switch \$250
- (S) \$3,000 AWE computer for DeMotte
- (S) \$2,000 misc items (flash drives, keyboards, mice, back-up tapes, etc.)
- (S) \$3,000 contingency items (for various items that may stop working and need replacing)
- (T) unexpected need \$500
- JCPL Literacy Committee need \$750

4.51 Books

4.52 Periodicals & Newspapers

4.53 Non-Print (Online Databases & System Software)

Summary

In addition to the Operating Fund, the Board must also approve budgets for BIRF (Bond & Interest Redemption Fund), and the LIRF (Library Improvement Reserve Fund).

Fund Name	Budget
Library Operating Fund	\$2,436,838
Library Improvement Reserve Fund	\$25,271
Bond & Interest Redemption Fund	\$323,010
Capital Projects Fund	\$0
Rainy Day Fund	\$0

	2010 Disbursed	2011 Disbursed	2012 Budget	2012 Disbursed full year	2013 Budget	2013 Disbursed 6/30/2013	2014 Proposed Budget	% of Total 2014 Budget
1 PERSONAL SERVICES								
1.1 Salaries and wages								
1.11 Salary of librarian	\$56,676	\$57,818	\$59,592	\$59,919	\$61,818	\$30,833	\$63,045	
1.12 Salary of Assistants	\$956,918	\$987,681	\$1,043,191	\$1,045,090	\$1,044,764	\$518,507	\$1,054,554	
1.13 Wages of Janitor	\$62,395	\$66,585	\$69,120	\$51,791	\$67,047	\$30,576	\$67,178	
1.2 Employee benefits								
1.21 Employer: FICA	\$78,302	\$82,294	\$89,651	\$87,425	\$89,783	\$42,896	\$90,635	
1.22 Unemployment Comp	\$4,019	\$2,590	\$3,324	\$2,503	\$3,329	\$2,252	\$3,520	
1.23 Employer: PERF	\$68,863	\$71,752	\$76,128	\$94,122	\$89,783	\$44,788	\$104,051	
1.24 Employer: Group Insur.	\$82,527	\$79,878	\$98,002	\$97,359	\$112,764	\$53,625	\$179,134	
1.3 Other personal services								
1.31 Other personal services	\$0	\$0		\$0	\$0			
Total Personal Services	\$1,309,700	\$1,348,597	\$1,439,008	\$1,438,209	\$1,469,288	\$723,476	\$1,562,117	61.9%
2 SUPPLIES								
2.1 Office supplies								
2.11 Official records	\$435	\$492	\$425	\$271	\$600	\$0	\$600	
2.12 Stationery/printing	\$258	\$0	\$450	\$216	\$450	\$0	\$450	
2.13 Other office supplies	\$6,157	\$5,987	\$7,000	\$8,611	\$8,000	\$2,852	\$8,000	
2.2 Operating supplies								
2.21 Cleaning/sanitation	\$5,971	\$5,331	\$6,000	\$6,527	\$6,500	\$2,403	\$6,500	
2.22 Fuel/oil/lubricants	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
2.23 Other operating supplies	\$5,181	\$5,742	\$6,200	\$6,254	\$8,000	\$3,525	\$8,000	
2.3 Repair/maintenance supplies								
2.31 Building materials	\$822	\$3,616	\$2,500	\$510	\$2,500	\$4	\$1,000	
2.32 Painting supplies	\$65	\$96	\$150	\$537	\$200	\$75	\$200	
2.33 Repair parts	\$882	\$1,960	\$2,500	\$998	\$3,000	\$631	\$2,000	
2.4 Other supplies								
2.41 Library supplies	\$13,142	\$10,139	\$14,600	\$13,124	\$14,790	\$4,367	\$14,950	
2.42 Marketing supplies	\$98	\$170	\$100	\$20	\$50	\$0	\$50	
Total Supplies	\$33,011	\$33,533	\$39,925	\$37,068	\$44,090	\$13,857	\$41,750	2%

	2010 Disbursed	2011 Disbursed	2012 Budget	2012 Disbursed full year	2013 Budget	2013 Disbursed 6/30/2013	2014 Proposed Budget	% of Total 2014 budget
3 OTHER SERVICES/CHARGES								
3.1 Professional services								
3.11 Consulting services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
3.12 Engineer/Arch Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
3.13 Legal services	\$1,388	\$408	\$4,000	\$3,164	\$5,000	\$1,087	\$5,000	
3.14 Other profess. services	\$3,821	\$3,556	\$5,000	\$5,324	\$13,000	\$3,179	\$5,000	
3.145 Databases/Licensing Serv	\$0	\$0	\$0	\$19,584	\$20,795	\$4,373	\$21,186	
3.146 E-Books Services	\$0	\$0	\$0	\$7,000	\$12,300	\$3,000	\$12,300	
3.2 Communication/Transportation								
3.21 Telephone	\$4,191	\$3,743	\$5,000	\$2,865	\$4,200	\$1,138	\$4,200	
3.22 Postage	\$2,181	\$2,460	\$3,000	\$2,719	\$3,200	\$372	\$3,000	
3.23 Traveling expenses	\$17,159	\$17,183	\$21,000	\$18,446	\$20,000	\$7,418	\$20,000	
3.24 Professional mtgs	\$7,473	\$5,661	\$8,000	\$8,385	\$7,000	\$1,765	\$8,000	
3.25 Freight/Express	\$1,800	\$1,725	\$1,500	\$1,617	\$1,500	\$935	\$1,800	
3.26 Network expenses	\$1,601	\$943	\$35,400	\$3,057	\$59,540	\$0	\$58,440	
3.3 Printing/Advertising								
3.31 Adv/Public. of notices	\$697	\$331	\$800	\$174	\$800	\$76	\$800	
3.32 Printing (not offc. supply)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
3.33 Marketing advertising	\$901	\$1,000	\$1,300	\$1,373	\$1,500	\$1,012	\$1,500	
3.4 Insurance								
3.41 Official bonds	\$150	\$256	\$200	\$200	\$250	\$200	\$250	
3.42 Other insurance	\$23,364	\$21,012	\$26,000	\$25,408	\$27,500	\$17,442	\$28,500	
3.5 Utility services								
3.51 Gas	\$18,327	\$21,316	\$30,000	\$17,197	\$30,000	\$12,286	\$30,000	
3.52 Electricity	\$68,646	\$75,335	\$75,000	\$81,553	\$85,000	\$37,613	\$85,000	
3.53 Water	\$1,300	\$1,267	\$1,600	\$1,663	\$2,000	\$806	\$2,000	
3.54 Waste disposal service	\$4,446	\$5,482	\$5,400	\$5,600	\$5,700	\$2,608	\$5,700	
3.6 Repairs/maintenance								
3.61 Bldgs/Structures	\$61,736	\$76,763	\$58,600	\$46,221	\$58,920	\$24,180	\$58,000	
3.62 Equipment	\$1,211	\$404	\$1,000	\$263	\$880	\$435	\$880	
3.7 Rentals								
3.71 Real estate	\$0	\$0	\$0	\$0	\$0	\$0	\$0	

		2010 Disbursed	2011 Disbursed	2012 Budget	2012 Disbursed full year	2013 Budget	2013 Disbursed 6/30/2013	2014 Proposed Budget	% of Total 2014 budget
3.72	Equipment	\$245	\$697	\$300	\$580	\$650	\$375	\$650	
3.91	Dues	\$458	\$2,291	\$2,200	\$2,444	\$2,800	\$309	\$2,800	
3.92	Interest on loans	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
3.93	Taxes/Assessments	\$0	\$1	\$325	\$0	\$325	\$346	\$350	
3.94	Transfer to LIRF	\$30,000	\$35,000	\$100,000	\$70,000	\$120,000	\$0	\$100,000	
3.95	Book reimbursement	\$599	\$380	\$50	\$686	\$500	\$168	\$500	
3.96	Petty cash	\$0	\$0	\$120	\$0	\$120	\$0	\$120	
3.97	Interview/moving expense								
3.98	Maintenance/service contr	\$85,548	\$79,916	\$112,397	\$95,983	\$106,745	\$68,351	\$105,348	
	Total Other Services/Charge	\$337,240	\$357,129	\$498,192	\$421,506	\$590,225	\$189,473	\$561,324	25%
4	CAPITAL OUTLAYS								
4.1	Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
4.2	Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
4.3	Improvements	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
4.4	Furniture/equipment	\$13,160	\$7,717	\$33,550	\$32,707	\$39,255	\$3,225	\$39,734	
4.5	Other capital outlays								
4.51	Books	\$131,713	\$141,679	\$150,000	\$137,682	\$150,000	\$57,517	\$150,000	
4.52	Periodicals,newspapers	\$20,688	\$21,445	\$25,000	\$18,572	\$25,000	\$7,035	\$25,000	
4.53	Nonprint materials	\$67,287	\$72,166	\$81,000	\$50,124	\$56,913	\$18,373	\$56,913	
	Total Capital Outlays	\$232,849	\$243,007	\$289,550	\$239,086	\$271,168	\$86,150	\$271,647	11%
	FUND TOTAL	\$1,912,799	\$1,982,268	\$2,266,675	\$2,135,869	\$2,374,771	\$1,012,956	\$2,436,838	

COMMITMENT TO JOIN INDIANA STATE LIBRARY CONSORTIUM FOR
PUBLIC LIBRARY INTERNET ACCESS for
FUNDING YEAR JULY 1, 2014 THROUGH JUNE 30, 2015

WHEREAS, the board of the Jasper County Public Library has determined that it is beneficial to its operations to join the Indiana State Library Consortium for Public Library Internet Access; and

WHEREAS, the board recognizes that being part of the Indiana State Library Consortium for Public Library Internet Access requires following certain rules, including:

1. Filtering all computers in order to receive the e-Rate discount on vendor invoices (If the library chooses not to filter, they can be in the consortium and not receive e-rate discount, but may be eligible for reimbursement from State Technology Grant Fund.);
2. ensuring that the total cost of non e-rate services is included in at least one fund budget;
3. assuming financial responsibility for non-eRate portion that may not be covered by the State Technology Grant Fund;
4. working with AdTec in the filing of all forms, except Form 470, with the Universal Service Administrative Company Schools & Libraries Division; and

WHEREAS, the board acknowledges that by joining the Indiana State Library Consortium for Public Library Internet Access it receives certain benefits and that by opting out of the consortium, or by failing to abide by the Consortium rules, the library will lose the benefits.

NOW THEREFORE BE IT RESOLVED that the library shall be a member of the Indiana State Library Consortium for Public Library Internet Access and, as a member, the library shall abide by the rules of the Indiana State Library Consortium for Public Library Internet Access.

DULY ADOPTED by the Board of Trustees of the Jasper County Public Library at its regular meeting held on the 12th day of August, 2013, at which meeting a quorum was present.

NAY

AYE

Quill L. Harper
Deana K. George
Mar Anne Sawyer
Jody Helter
Natalie Ubling
Janet Umblau
Timothy H. Schultz

ATTEST:

Deana K. George
Secretary

RESOLUTION TO PAY BILLS WITH PRIOR APPROVAL

Whereas, the Jasper County Public Library must pay its bills on time and the Jasper County Public Library board requests that all bills be paid by their due date, Jasper County Public Library board approves the following types of disbursements be made before the monthly regular scheduled library board meeting as allowed by Indiana Code 36-12-3-16(a)(1-17):

- Property or services purchased or leased from the United States government or its agencies and the state, its agencies, or its political subdivision.
- Dues, subscriptions, and publications.
- License or permit fees.
- Insurance premiums.
- Utility payments or connection charges.
- Federal grant programs where advance funding is not prohibited and the contracting party posts sufficient security to cover the amount advanced.
- Grants of state funds authorized by statute.
- Maintenance and service agreements.
- Legal retainer fees.
- Conference fees.
- Expenses related to the educational or professional development of an individual employed by the library board, including:
 - (A) inservice training;
 - (B) attending seminars or other special courses of instruction; and
 - (C) tuition reimbursement; if the library board determines that the expenditures under this subdivision directly benefit the library.
- Leases or rental agreements.
- Bond or coupon payments.
- Payroll costs.
- State, federal, or county taxes and mandated garnishments.
- Expenses that must be paid because of emergency circumstances.
- Credit card and Store Charge Account payments
- Mileage expenses for courier service by employee
- expenses incurred to advertise and promote the programs and services of the library
- Merchant processing fees for card processing service
- Other expenses described in another library board resolution.

The Jasper County Public Library board requests that each payment of expenses lawfully incurred for library purposes must be supported by a fully itemized invoice or other documentation. The library director must certify to the library board before

payment that each claim for payment is true and correct. This certification must be on a form prescribed by the State Board of Accounts. The library board shall review and allow the claim at the library board's first regular or special meeting following the payment of a claim under this section.

Adopted this 12th day of August, 2013.

NAY

AYE

ATTEST:

Secretary of Appropriating Body

Director's Report July 2013

Consent Agenda

You will be approving the minutes of the July Board meeting, bills, and financial reports.

2013 Salary Ordinance: There were updates this month. Please refer to R7. **If you approve the Consent Agenda items, you will approve the updates to the 2013 Salary Ordinance.**

Policies for Review: Three policies are up for review in August: Art Exhibit and Display Case Use Policy, Bulletin Board Policy, and Photography, Videotaping, and Other Recording Devices Policy. No revisions are recommended to the Art Exhibit and Display Case Use Policy or Bulletin Board Policy. A slight revision was recommended to the Photography, Videotaping, and Other Recording Devices Policy. Since we have photos on multiple sites (website/Flickr/Facebook/Pinterest) we need a more generic statement. We just reviewed the Internet Use and Safety Policy in June, however, CIPA law requirements have necessitated new wording. Please see R 10 & R 12. **If you approve the Consent Agenda items, you will approve revising the Photography, Videotaping, and Other Recording Devices Policy and Internet Use and Safety Policy as presented.**

Workshop Request: We wish to send Rayann Gilmore, Business Manager, and Donna Barko, HR Specialist, to a CareerTrack workshop entitled Human Resources for Anyone with Newly Assigned HR Responsibilities. Cost to attend is \$149 for this all day conference to be held in Lafayette, Indiana on September 13. Topics to be covered include: FMLA, ADA, worker's comp, COBRA, record keeping, employee confidentiality, employee coaching and discipline, and the legalities of hiring. Board approval is required for this conference. **If you approve the Consent Agenda items, you will approve Rayann Gilmore and Donna Barko attending this conference.**

General Business:

Rensselaer Library Re-Roof Project: At our August board meeting we will discuss a public works project, re-roofing the Rensselaer Library. Our architect and attorney will be present to discuss preliminary budget estimates and our plans, to ensure we are following all applicable laws for such projects. We will discuss our timeline and strategic plan for advertising, seeking bids, opening bids, etc..

DeMotte Library-Update on Concrete Floor: At our July board meeting you heard about the foyer tiles that heaved at the DeMotte Library and concerns about the

library's concrete floor. Our architect will be present to update us on his investigation of the foundation drain and the status of the concrete floor.

2014 Budget: A budget overview has been provided in your packet. Please see R 15. The Budget Committee consisting of Jody Melton (Chair), Natalie Waling, and Janelle Harper met with the Director and Business Manager to review the 2014 Budget in early July, and the Budget Committee will make their recommendations to the Board at the August Board Meeting. The board will need to approve to advertise the budget at this meeting. The budget has also been sent to the County Council for a non-binding review as required.

Resolution to Continue in the Public Library Internet Consortium: In 2005 you agreed to sign a commitment to join the Public Library Internet Consortium. **This year you need to resolve to continue as a member of the Public Library Internet Consortium.** We are required to conduct this business annually. As a member of the Public Library Internet Consortium we receive the e-rate discount portion of the consortium Internet cost. A board vote is required.

Resolution to Pay Bills with Prior Approval: As we prepare to launch our debit/credit service for patrons, we are reviewing processes and procedures. Our service provider, SAGE, requires their fees be paid via an automatic withdrawal from our bank account. We consulted with the State Board of Accounts regarding their requirement. In order for the library to pay in this way the board must include Merchant Processing Fees for Card Processing Service in our Resolution to Pay Bills with Prior Approval. Please see R 30. A board vote is required.

Director's Report:

Rayann and I prepared the 2014 budget paperwork for the Budget Committee's review. The Budget Committee met to review our recommendations on July 9 and will present to the full Board at our August meeting. Rayann and I did meet with our DLGF field rep on July 10. All went well with that meeting. Ads will run August 15 & August 22. You will hold your hearing at the September Board meeting.

DeMotte's air conditioning went down Saturday, July 13 and was down for one week. As it was an extremely hot week, we were open modified hours as temperatures inside the library climbed to 86 and above by midday. There are no windows to open and no ceiling fans to circulate air so the buildings do get hot which is hard on staff and computer equipment. Patrons adapted to the modified hours, and Diana reported seeing some DeMotte traffic at the Wheatfield Library. Technicians have indicated that this was an internal issue with equipment and not a power surge from outside.

For me July was consumed with Budget 2014 work, air conditioner repairs at DeMotte Library, and investigation of the concrete floor at DeMotte Library. I did take a week of vacation July 22-26.

System Administrator News

Sheila viewed an Office 365 webinar by Microsoft, sponsored by Roeing which provided a demo of the new online Office product. She gathered necessary documentation for CIPA compliance after reading a USF Briefing on the subject. She prepared Card Processing hardware and read through SAGE paperwork regarding their requirement for service. Our geocaches have been busy this month. Recent finds include: 6 new finds for Rensselaer; 2 new finds for DeMotte; and 3 new finds for Wheatfield.

Technical Services News

Several staff members took vacation time in July. Orders and cataloging went on as usual with no big problems or difficulties. Becky took the opportunity to do some inventory in July completing the Large Print Collection. Running a missing report helped her locate some misshelved items that were returned to their proper collection. She will now move to the Non-Fiction collection. She reports an uneventful month.

DeMotte Library News

Adult summer reading program had great participation this year. In July there were 353 entries for prizes. Summer Reading programs for youth and teens wrapped up with pool and volunteer parties. In spite of challenges with our air conditioning system the building was full of activity and excitement. Brenda states, "I have to say the staff is wonderful at ... stepping up and handling the large number of patrons." Circulation Counterparts for Northwest Indiana was hosted by the DeMotte Library in July.

Rensselaer Library News

As a Chamber member the library has the opportunity again this year to provide St. Joseph's College freshmen arriving in Rensselaer with our Welcome brochure & library application; which will be included in the students "Welcome" to Rensselaer packet. *330 new students* will be made aware of what the library can provide for them. Staff continues to do a stellar job with Summer Reading work and ideas. Slime the Librarian was a great success this year, and kids hope this messy event will be held again next year. 208 adults registered for the adult reading program, up from 120 last year. An Everglades of the North program was well attended.

Wheatfield Library News

The concrete pad, memorial marker, and bench in memory of Bethel Strain were installed facing the south wetland area. Summer Reading wrapped up with an ice cream party, books for the youngsters, reading certificates, and grand prize drawings. The Teens enjoyed a smoothie/ice cream shake party, books, and a grand prize drawing. Teen volunteers enjoyed a pizza party. The Friends of the Wheatfield Library sought and were granted 501(c)(3) status by the IRS. Copies of relevant paperwork will be kept on file in the Business Office.

Please contact me if you are unable to attend the August Board meeting or if you have any questions about materials in your packet.-Patty

JCPL FINANCIAL STATEMENT

July 31, 2013

	<u>Beginning 2013 Balance</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Ending Balance</u>
Operating Fund	\$591,983.31	\$189,436.89	\$1,202,392.91	\$75,967.62	\$1,181,329.26	\$570,919.66
Public Library Access Card Fund	\$0.00	\$50.00	\$50.00	\$0.00	\$50.00	\$0.00
Gift Fund	\$9,202.35	\$987.83	\$9,999.46	\$429.63	\$10,006.26	\$9,209.15
DeMotte	\$2,130.22	\$344.12	\$2,460.81	\$1.00	\$2,634.51	\$2,303.92
Rensselaer	\$4,970.25	\$223.05	\$5,288.87	\$11.50	\$4,666.20	\$4,347.58
Wheatfield	\$2,101.88	\$420.66	\$2,249.78	\$417.13	\$2,705.55	\$2,557.65
Library Improvement Reserve Fund	\$295,486.61	\$0.00	\$0.00	\$34.02	\$223.49	\$295,710.10
Bond & Interest Redemption Fund	\$192,301.65	\$2,679.00	\$320,459.00	\$0.00	\$158,655.10	\$30,497.75
 Rainy Day Fund	 \$304,829.02	 \$0.00	 \$0.00	 \$0.00	 \$2,486.13	 \$307,315.15
Includes Investments of: \$275,000.00						
State Technology Fund Grant Fund	\$11,472.00	\$1,461.00	\$10,200.87	\$0.00	\$0.00	\$1,271.13
Capital Projects Fund	\$1,251,180.16	\$0.00	\$0.00	\$21.29	\$6,595.21	\$1,257,775.37
Includes Investments of: \$1,225,000.00						
Host/Hospitality Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levy Excess Fund	\$15,295.30	\$0.00	\$15,295.30	\$30,082.00	\$30,082.00	\$30,082.00
Sales Tax	\$71.40	\$0.00	\$72.28	\$11.87	\$101.40	\$100.52
Construction Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00
Insurance Refund Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$7,404.25	\$55,874.41	\$7,404.25	\$55,874.41	\$0.00
FICA Tax Collected	\$0.00	\$6,901.59	\$49,797.39	\$6,901.59	\$49,797.39	\$0.00
State Tax Collected	\$3,474.60	\$3,301.06	\$23,401.81	\$3,181.10	\$23,108.26	\$3,181.05
County Tax Collected	\$2,652.08	\$2,636.88	\$18,407.17	\$2,527.88	\$18,283.02	\$2,527.93
Deferred Comp.	\$0.00	\$3,072.40	\$21,384.40	\$3,072.40	\$21,384.40	\$0.00
#125 Pre-tax Plan	\$0.00	\$3,474.56	\$22,916.04	\$3,473.12	\$22,914.67	(\$1.37)
Employee Life Insur.	\$0.00	\$135.16	\$956.12	\$135.88	\$957.92	\$1.80
Employee INPRS	\$0.00	\$2,725.02	\$18,824.13	\$2,725.03	\$18,824.17	\$0.04
Garnishments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Credit Union	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EIC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL ALL FUNDS.....	\$2,678,218.48	\$224,265.64	\$1,770,031.29	\$135,967.68	\$1,600,673.09	\$2,508,860.28

Bank Balances
Jasper County Public Library

Report as of: 7/31/13

<i>Bank</i>		
1	Alliance Bank	\$994,639.94
2	Demotte State Bank	\$6,645.71
4	PNC Bank	\$7,304.63
5	Cash On Hand	\$270.00
6	Kentland Bank CD#400043192	\$0.00
7	Kentland Bank CD#400043546	\$725,000.00
8	Kentland Bank CD#400043547	\$275,000.00
9	Kentland Bank CD#400043306	\$500,000.00
10	Kentland Bank CD#400043193	\$0.00

Total all banks = \$2,508,860.28

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Appropriation Report for**100 OPERATING FUND*****Jasper County Public Library******Report Date: From 7/1/13 To 7/31/13***

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
<i>1. Personal Services</i>							
1.11 SALARY OF LIBRARIAN	\$61,818.00	\$0.00	\$61,818.00	\$5,151.46	\$35,984.82	\$25,833.18	58.2
1.12 SALARY OF ASSISTANTS	\$1,044,764.00	\$0.00	\$1,044,764.00	\$83,591.39	\$602,098.43	\$442,665.57	57.6
1.13 WAGES OF JANITORS	\$67,047.00	\$0.00	\$67,047.00	\$4,820.95	\$35,396.47	\$31,650.53	52.8
1.21 EMPLOYER'S SHARE-FICA	\$89,783.00	\$0.00	\$89,783.00	\$6,901.57	\$49,797.12	\$39,985.88	55.5
1.22 UNEMPLOYMENT COMPENSATION	\$3,329.00	\$0.00	\$3,329.00	\$869.87	\$3,121.59	\$207.41	93.8
1.23 EMPLOYER'S CONTRIB.- PERF	\$89,783.00	\$0.00	\$89,783.00	\$7,276.37	\$52,064.03	\$37,718.97	58.0
1.24 EMPLOYER'S CONTRIB.- INS.	\$112,764.00	\$0.00	\$112,764.00	\$9,361.61	\$62,986.65	\$49,777.35	55.9
Subtotal	\$1,469,288.00		\$1,469,288.00	\$117,973.22	\$841,449.11	\$627,838.89	57.3
<i>2. Supplies</i>							
2.11 OFFICIAL RECORDS	\$600.00	\$0.00	\$600.00	\$0.00	\$0.00	\$600.00	0.0
2.12 STATIONERY AND PRINTING	\$450.00	\$0.00	\$450.00	\$0.00	\$0.00	\$450.00	0.0
2.13 OTHER OFFICE SUPPLIES	\$8,000.00	\$0.00	\$8,000.00	\$262.82	\$3,005.08	\$4,994.92	37.6
2.21 CLEANING & SANITATION SUPPLIES	\$6,500.00	\$0.00	\$6,500.00	\$573.24	\$2,976.60	\$3,523.40	45.8
2.23 OTHER OPERATING SUPPLIES	\$8,000.00	\$0.00	\$8,000.00	\$174.25	\$3,699.02	\$4,300.98	46.2
2.31 BUILDING MATERIALS & SUPPLIES	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$3.79	\$2,496.21	0.2
2.32 PAINT AND PAINTING SUPPLIES	\$200.00	\$0.00	\$200.00	\$15.97	\$90.74	\$109.26	45.4
2.33 REPAIR PARTS	\$3,000.00	\$0.00	\$3,000.00	\$48.96	\$679.85	\$2,320.15	22.7

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
2.41 LIBRARY SUPPLIES	\$14,790.00	\$0.00	\$14,790.00	\$1,113.32	\$5,590.46	\$9,199.54	37.8
2.42 MARKETING SUPPLIES	\$50.00	\$0.00	\$50.00	\$0.00	\$0.00	\$50.00	0.0
Subtotal	\$44,090.00		\$44,090.00	\$2,188.56	\$16,045.54	\$28,044.46	36.4
<i>3. Other Services and Charges</i>							
3.13 LEGAL SERVICES	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$1,087.25	\$3,912.75	21.7
3.14 OTHER PROFESSIONAL SERVICES	\$13,000.00	\$0.00	\$13,000.00	\$483.34	\$3,662.02	\$9,337.98	28.2
3.145 DATABASES & LICENSING SERVICES	\$20,795.00	\$0.00	\$20,795.00	\$5,042.10	\$9,414.92	\$11,380.08	45.3
3.146 E-BOOKS SERVICES	\$12,300.00	\$0.00	\$12,300.00	\$0.00	\$3,000.00	\$9,300.00	24.4
3.21 TELEPHONE	\$4,200.00	\$0.00	\$4,200.00	\$259.83	\$1,397.90	\$2,802.10	33.3
3.22 POSTAGE	\$3,200.00	\$0.00	\$3,200.00	\$511.32	\$883.62	\$2,316.38	27.6
3.23 MILEAGE	\$20,000.00	\$0.00	\$20,000.00	\$837.67	\$8,255.43	\$11,744.57	41.3
3.24 PROFESSIONAL MEETINGS	\$7,000.00	\$0.00	\$7,000.00	\$66.82	\$1,831.61	\$5,168.39	26.2
3.25 FREIGHT	\$1,500.00	\$0.00	\$1,500.00	\$146.12	\$1,081.52	\$418.48	72.1
3.26 NETWORKING	\$59,540.00	\$0.00	\$59,540.00	\$0.00	\$0.00	\$59,540.00	0.0
3.31 ADVERTISING & PUBLIC NOTICES	\$800.00	\$0.00	\$800.00	\$0.00	\$75.96	\$724.04	9.5
3.33 MARKETING ADVERTISING	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$1,011.56	\$488.44	67.4
3.41 OFFICIAL BONDS	\$250.00	\$0.00	\$250.00	\$0.00	\$200.00	\$50.00	80.0
3.42 OTHER INSURANCE	\$27,500.00	\$0.00	\$27,500.00	\$0.00	\$17,442.18	\$10,057.82	63.4
3.51 GAS	\$30,000.00	\$0.00	\$30,000.00	\$684.36	\$12,969.98	\$17,030.02	43.2
3.52 ELECTRICITY	\$85,000.00	\$0.00	\$85,000.00	\$8,117.59	\$45,730.41	\$39,269.59	53.8
3.53 WATER	\$2,000.00	\$0.00	\$2,000.00	\$178.05	\$983.85	\$1,016.15	49.2
3.54 WASTE DISPOSAL SERVICES	\$5,700.00	\$0.00	\$5,700.00	\$447.24	\$3,055.24	\$2,644.76	53.6
3.61 BUILDING & STRUCTURES	\$58,920.00	\$0.00	\$58,920.00	\$2,022.96	\$26,203.28	\$32,716.72	44.5

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
3.62 EQUIPMENT REPAIRS	\$880.00	\$0.00	\$880.00	\$290.45	\$725.17	\$154.83	82.4
3.72 EQUIPMENT RENTALS	\$650.00	\$0.00	\$650.00	\$99.95	\$474.65	\$175.35	73.0
3.91 DUES	\$2,800.00	\$0.00	\$2,800.00	\$100.00	\$408.50	\$2,391.50	14.6
3.93 TAXES & ASSESSMENTS	\$325.00	\$0.00	\$325.00	\$3.00	\$349.44	(\$24.44)	107.5
3.94 TRANSFER TO LIRF	\$120,000.00	\$0.00	\$120,000.00	\$0.00	\$0.00	\$120,000.00	0.0
3.95 BOOK REIMBURSEMENT	\$500.00	\$179.48	\$679.48	\$53.11	\$221.10	\$458.38	32.5
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$120.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$106,745.00	\$0.00	\$106,745.00	\$3,119.13	\$71,470.60	\$35,274.40	67.0
Subtotal	\$590,225.00	\$179.48	\$590,404.48	\$22,463.04	\$211,936.19	\$378,468.29	35.9
<i>4. Capital Outlays</i>							
4.4 FURNITURE & EQUIPMENT	\$39,255.00	\$0.00	\$39,255.00	\$2,227.95	\$5,452.49	\$33,802.51	13.9
4.51 BOOKS	\$150,000.00	\$0.00	\$150,000.00	\$9,649.64	\$67,166.48	\$82,833.52	44.8
4.52 PERIODICALS & NEWSPAPERS	\$25,000.00	\$0.00	\$25,000.00	\$5,426.10	\$12,461.28	\$12,538.72	49.8
4.53 NONPRINTED MATERIALS	\$56,913.00	\$0.00	\$56,913.00	\$2,105.38	\$20,478.82	\$36,434.18	36.0
Subtotal	\$271,168.00		\$271,168.00	\$19,409.07	\$105,559.07	\$165,608.93	38.9
Grand Total	\$2,374,771.00	\$179.48	\$2,374,950.48	\$162,033.89	\$1,174,989.91	\$1,199,960.57	49.5

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Appropriation Report for**101 PUBLIC LIBR. ACCESS CARD*****Jasper County Public Library******Report Date: From 7/1/13 To 7/31/13***

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
<i>2. Supplies</i>							
2.41 LIBRARY SUPPLIES	\$0.00	\$0.00	\$0.00	\$50.00	\$50.00	(\$50.00)	0.0
Subtotal	\$0.00		\$0.00	\$50.00	\$50.00	(\$50.00)	0.0
Grand Total	\$0.00	\$0.00	\$0.00	\$50.00	\$50.00	(\$50.00)	0.0

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Appropriation Report for**155 STATE TECHN.FUND GRANT*****Jasper County Public Library******Report Date: From 7/1/13 To 7/31/13***

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
<i>3. Other Services and Charges</i>							
3.26 NETWORKING	\$0.00	\$0.00	\$0.00	\$1,461.00	\$10,200.87	(\$10,200.87)	0.0
Subtotal	\$0.00		\$0.00	\$1,461.00	\$10,200.87	(\$10,200.87)	0.0
Grand Total	\$0.00	\$0.00	\$0.00	\$1,461.00	\$10,200.87	(\$10,200.87)	0.0

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Changes to Appropriations

<i>Date</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Reason</i>
2/11/13	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$9.95	Refund on Lost Bk Pd 1/18/13 & Found - A/P#75
3/11/13	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$8.60	Refund on Lost Bk Pd 1/29/13& Found - A/P#197
4/8/13	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$13.99	Refund on Lost Bk Pd 2/4/13 & Found - A/P#263
4/8/13	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$11.99	Refund on Lost Bk Pd 2/21/13 & Found - A/P#279
6/10/13	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$12.99	Refund on Lost Bk Pd 5/25/13 & Found - A/P#505
6/10/13	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$17.95	Refund on Lost Bk Pd 5/20/13 & Found - A/P#492
6/10/13	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$18.95	Refund on Lost Bk Pd 4/9/13 & Found - A/P#457
6/10/13	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$31.95	Refund on Lost Bk Pd 5/1/13 & Found - A/P#450
7/8/13	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$2.15	Refund on Lost Bk overpaid 6/3/13 - A/P#562
7/8/13	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$13.98	Refund on Lost Bk Pd 6/18/13 & Found - A/P#561
7/8/13	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$19.99	Refund on Lost Bk Pd 3/6/13 & Found - A/P#527
7/8/13	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$16.99	Refund on Lost Bk Pd 5/4/13 & Found - A/P#548

Net Changes by Fund

<i>Fund Number</i>	<i>Net Change</i>
100	\$179.48

Voucher List
Jasper County Public Library

Report Date: From 7/1/13 To 7/31/13

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
32314	520	AARON'S LAWN CARE	7/8/13	DeM., Rens, Wh: Mowing and edging 6/3-6/25/13	\$815.00
32315	521	ACE HARDWARE	7/8/13	Putty knife, cement, 5qt container, toilet repair parts, wasp spray	\$32.64
32316	522	ALLIED WASTE SERVICES #71	7/8/13	Wh: Trash Service- July	\$54.88
32317	523	AMERICAN LIB. ASSN.	7/8/13	Every Child Ready to Read Bookmarks & Brochures	\$148.00
32318	524	ANTHEM BLUE CROSS BLUE	7/8/13	Health premiums July, 19 employees	\$11,883.72
32319	525	ANTHEM LIFE	7/8/13	Life Insurance premiums, July	\$110.34
32320	526	BLUETARP FINANCIAL, INC	7/8/13	Plumber's wrench, adjustable slip nut wrench, caulk, PVC foam tape, blue towel roll, screws, 4ft post, paint brush, rollers	\$53.92
32321	527	BRYCE KINGMAN	7/8/13	Reimbursement for lost item previously paid for.	\$19.99
32322	528	CENTER POINT PUBLISHING	7/8/13	Books	\$53.92
32323	529	CMS, INC.	7/8/13	Software Service and Support Renewal	\$1,238.83
32324	530	CULLIGAN WATER CONDITIO	7/8/13	Wh: Water Cooler Rental-July; 5 gallon drinking water-10	\$79.45
32325	531	DANA MCCARTHY	7/8/13	DeM: Summer Reading Program Presenter	\$300.00
32326	532	DAVIDSON TITLES INC.	7/8/13	Books	\$810.89
32327	533	DAVIS WATER SERVICES, INC	7/8/13	DeM: Solar salt	\$25.50
32328	534	DELTA DENTAL	7/8/13	Dental Ins. Premiums, July, 19 employees	\$531.10
32329	535	DEMCO	7/8/13	Tape, classification labels, book pockets, book tape, polyfit,	\$540.11
32330	536	DIANA KOOY	7/8/13	B2B expenses	\$10.15
32331	537	DONNA BARKO	7/8/13	Mileage 5/2-6/25/13: bank deposits, Post Office	\$19.10
32332	538	EBSCO Accounts Receivable	7/8/13	Database Renewals 5/13-4/14 (Automotive Repair, Small Engine Repair)	\$3,000.00
32333	539	ENA SERVICES LLC	7/8/13	Internet service for June 2013	\$1,461.00
32334	540	FLEX-PAC INC	7/8/13	Hand soap	\$151.11
32335	541	FOR GOODNESS SAKE PROD	7/8/13	Rens: Everglades of the North program presenter	\$100.00
32336	542	GALE/CENGAGE LEARNING	7/8/13	Continuations, Opposing Viewpoints database renewal	\$1,325.58
32337	543	GOODWIN FIRE EQUIPMENT, I	7/8/13	DeM, Rens, Wh: Annual fire extinguisher inspection and maintenance	\$290.45
32338	544	HAMSTRA BUILDERS, INC.	7/8/13	Wh: replaced bad blower motor on east furnace	\$220.50
32339	545	HERITAGE OFFICE PRODUCT	7/8/13	Counterfeit Detector pens	\$9.06
32340	546	INDIANA WILD	7/8/13	Rens: Summer Reading Program	\$183.34
32341	547	INTELLIGENT CLEANING SYS	7/8/13	Paper towels, toilet paper, hand towels	\$387.52
32342	548	JOVITA RODRIGUEZ	7/8/13	Reimbursement for lost item previously paid for.	\$16.99
32343	549	KAPCO	7/8/13	Easy Cover book covers, poly covers	\$247.55
32344	550	KIM DELGER	7/8/13	Book Discussion Dinner expenses	\$115.96
32345	551	LAKESHORE LEARNING MATE	7/8/13	Mobile drying rack	\$144.85
32346	552	BRIAN ORBAN	7/8/13	Wh: Set-up sprinkler system	\$375.00
32347	553	LINDA POORTENGA	7/8/13	Mileage 5/18-6/21/13: bank deposits, Chamber Meeting, B2B Meeting	\$33.22
32348	554	OFFICE DEPOT	7/8/13	Tape, green labels, sticky notes, green copy paper, CD-RWs	\$54.95
32349	555	OSBY WATER CONDITIONING	7/8/13	Wh. Water softener chemicals	\$95.00
32350	556	POSTMASTER	7/8/13	Stamps	\$500.00
32351	557	QUILL CORPORATION	7/8/13	3-hole punch, permanent markers, toner cartridge, 9x12 envelopes	\$198.36
32352	558	RENSSELAER CHAMBER OF C	7/8/13	March & May Luncheon Meetings	\$20.00
32353	559	ROEING CORP.	7/8/13	C2G stereo audio cable, keyboard	\$54.95
32354	560	STANDARD & POOR'S CORP.	7/8/13	S&P outlook Subscription-Annual	\$243.75
32355	561	SARAH TROSPER	7/8/13	Reimbursement for lost item previously paid for	\$13.98

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
32356	562	STEPHANIE M. CALL	7/8/13	Reimbursement for item that patron overpaid for	\$2.15
32357	563	TOWN OF DEMOTTE	7/8/13	DeM: sewer-June	\$71.90
32358	564	TOWN OF WHEATFIELD	7/8/13	Wh: sewer- July	\$56.65
32359	565	TRUGREEN PROCESSING CE	7/8/13	Rens: Insect & Disease Control Treatment; Wh: Weed Control Treatment	\$305.70
32360	566	UPSTART	7/8/13	Summer Reading Volunteer supplies	\$20.95
32361	567	VISION SERVICE PLAN- (IN)	7/8/13	Vision Premium, 19 employees July 2013	\$202.76
32362	568	WAL-MART COMMUNITY/GEC	7/8/13	Summer Reading supplies, Children's supplies, cleaning supplies, staff anniversary card, batteries, Adult supplies, pens, DVDs, CDs	\$1,228.79
32363	569	WASTE MANAGEMENT	7/8/13	DeM: Trash Pick-up, July	\$70.76
32364	570	WHEATFIELD CHAMBER OF C	7/8/13	Wh: Chamber Membership Dues 2013-2014	\$100.00
32365	571	WORLD BOOK INC.	7/8/13	World Book Online Reference database renewal	\$995.00
32366	572	ZIESE PLUMBING, HEATING, &	7/8/13	DeM: looked at urinals & toilets, worked on staff toilet, inspected backflow, tightened sloan valve on urinals	\$306.76
0	573	PAYROLL	7/10/13	PAYROLL	\$45,853.14
0	574	ALLIANCE BANK	7/10/13	Direct Deposit Fees June 2013	\$76.70
0	575	BILL HROMADA	7/10/13	Courier Mileage 6/17/13 - 6/28/13	\$350.30
0	576	GREAT-WEST RETIREMENT S	7/10/13	Annuity Withheld 7/10/13 payroll	\$1,536.20
0	577	INDIANA DEPARTMENT OF RE	7/10/13	EFT-State & County Taxes w/held June 2013 Payrolls, Ref #83578	\$5,937.94
0	578	INPRS fbo PERF	7/10/13	7/10/13 Payroll Contributions	\$4,883.41
0	579	IRS USA TAXPAYMENT	7/10/13	EFT-FICA & Federal Taxes w/held July 10, 13, Ref #31888626	\$10,357.63
32367	580	BAKER & TAYLOR ENTERTAIN	7/8/13	DVDs	\$462.87
32368	581	BAKER & TAYLOR	7/8/13	Books, Continuations, AV, Auto. Yours	\$8,972.47
32369	582	BUSINESS CARD	7/8/13	Books, Summer Rdg supplies & prizes, Management Meeting expenses, refrigerator, magazine, B2B expenses, Children's supplies, clear cover, vacuum repair part,	\$1,111.38
32370	583	CENTURYLINK	7/8/13	Long Distance Phone Service- June 2013	\$3.12
32371	584	CENTURYLINK	7/8/13	Rens: Local Phone & Fax Service July 2013	\$200.44
32372	585	COMMUNITY MEDIA GROUP, I	7/8/13	Rens & Wh: KV Post-News subscription 7/29/13-7/28/14	\$114.00
32373	586	DAVIS WATER SERVICES, INC	7/8/13	Dem: Tanin Unit Rental- Apr, May, Jun 2013	\$90.00
32374	587	MAGAZINE SUBSCRIPTION SE	7/8/13	Annual Sept-Dec Magazine Renewals	\$5,017.85
32375	588	MIDWEST TAPE	7/8/13	DVDs	\$64.76
32376	589	NIPSCO	7/8/13	Wh: Gas & Electric Service 6/4-7/3/13	\$2,115.59
32377	590	OFFICE DEPOT	7/8/13	DVD/CD folders, tape	\$54.89
32378	591	PATTY STRINGFELLOW	7/8/13	Mileage 5/8-7/5/13: Librarian's Council Meeting, Library Event @ DeMotte, Branch Visit	\$84.75
32379	592	RAYANN GILMORE	7/8/13	DeM. Petty Cash: postage, children's program supplies, Adult Winter Reading program supplies	\$24.79
32380	593	RMC IMAGING, INC	7/8/13	Annual Maintenance ST-200 Scanner & Companion Scanner, 7/28/13-7/27/14	\$1,657.50
32381	594	UNIQUE MANAGEMENT SERVI	7/8/13	Collections: Initial/Secondary Placements- June	\$134.25
32382	595	USA TODAY	7/8/13	Rens: Newspaper Subscription 7/1/13-7/31/14	\$286.30
32383	596	INDIANA STATE LIBRARY	7/22/13	PLAC Sales, 2nd Qtr 2013 (#068254)	\$50.00
0	597	PAYROLL	7/25/13	PAYROLL	\$47,710.66
0	598	AFLAC	7/22/13	Supplemental Ins - July 2013 (Conf #27)	\$243.41
0	599	BILL HROMADA	7/22/13	Courier Mileage 7/1/13 to 7/12/13 (Conf. #25)	\$315.27
0	600	CENTURYLINK	7/22/13	WH: Loca Phone Service 7/7/13 to 8/6/13 (Conf. # 23)	\$41.30
0	601	CENTURYLINK	7/22/13	WH: Fax Service 7/7/13 to 8/6/13 (Conf #22)	\$14.97
0	602	CITY OF RENSSLAER	7/22/13	Rens: Utilities 6/7/13 to 7/10/13 (Conf. #24)	\$3,403.83
0	603	DENISE HAVENS	7/22/13	Substitute Courier Mileage 7/15/13 (Conf. # 26)	\$35.03
0	604	GREAT-WEST RETIREMENT S	7/22/13	Annuity Withheld 7/25/13 payroll (Conf. #28)	\$1,536.20
0	605	INDIANA DEPT. OF WORKFOR	7/22/13	2nd Quarter 2013 Unemployment Compensation Pymt (Conf # 54454470)	\$872.87

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
0	606	INPRS fbo PERF	7/22/13	7/25/13 Payroll Contributions	\$5,117.98
0	607	IRS USA TAXPAYMENT	7/22/13	EFT-Fica Federal Taxes W/held 7/25/13 Ref. #41711568	\$10,849.78
0	608	NIPSCO	7/22/13	DEM: Gas & Electric Service 6/5/13 - 7/9/13 (Conf. #21)	\$3,584.13
0	609	SAGE PAYMENT SOLUTIONS	7/25/13	Merchant Processing Fees-June (automatic withdrawal on 7/1/13)	\$11.85
0	610	SAGE PAYMENT SOLUTIONS	7/25/13	6 Card Terminals (automatic withdrawal on 7/3/13)	\$1,674.00
0	611	JASPER COUNTY PUBLIC LIB	7/30/13	Levy Excess Transfer per DLGF	\$30,082.00
Total Amount of Claims					\$224,265.64

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, August 05, 2013

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$224,265.64

Date this 12th day of August, 2013.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

JASPER COUNTY PUBLIC LIBRARY
Receipt Breakdown
July 31, 2013

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
FINES & FEES:			\$2,669.54	\$19,530.60
DeMotte	\$653.89	\$6,065.15		
Rensselaer	\$1,260.16	\$8,383.17		
Wheatfield	\$755.49	\$5,082.28		
PHOTOCOPIES:			\$827.00	\$5,786.58
DeMotte	\$253.00	\$2,269.15		
Rensselaer	\$322.35	\$2,197.68		
Wheatfield	\$251.65	\$1,319.75		
INTEREST (Checking, Repurchase, CDs):.....			\$97.93	\$516.08
TAXES:			\$69,702.27	\$1,135,684.14
Property Tax	\$0.00	\$589,971.02		
LOIT	\$17,903.58	\$125,325.07		
License Excise Tax	\$0.00	\$49,857.98		
Financial Institution Tax	\$0.00	\$1,233.91		
CVET(Commercial Vehicle Excise)	\$0.00	\$6,705.33		
Local Option/Certified Shares	\$42,698.46	\$298,889.22		
Local Option/Property Tax Repl.	\$9,100.23	\$63,701.61		
TAXABLE SALES:-.....			\$19.12	\$85.76
REFUNDS:			\$2,651.76	\$19,726.10
Rebates/Refund	\$2,501.76	\$2,626.76		
Insurance Claims/Reimbursements	\$0.00	\$0.00		
Meeting Room Rental	\$150.00	\$1,150.00		
Reimbursement	\$0.00	\$0.00		
Fixed Asset Sales	\$0.00	\$450.00		
Miscellaneous Receipts	\$0.00	\$204.04		
Interfund Transfer	\$0.00	\$15,295.30		
TOTAL OPERATING FUND RECEIPTS.....			\$75,967.62	\$1,181,329.26
PLAC FUND:.....			\$0.00	\$50.00
GIFT FUNDS:			\$429.63	\$10,006.26
DeMotte	\$1.00	\$2,634.51		
Rensselaer	\$11.50	\$4,666.20		
Wheatfield	\$417.13	\$2,705.55		
LIB. IMPROV. RESERVE FUND:			\$34.02	\$223.49
Interest Earned	\$34.02	\$223.49		
Transfer from OPERATING	\$0.00	\$0.00		
BOND & INTEREST REDEMPTION FUND:		\$158,655.10	\$0.00	\$158,655.10
Property Tax	\$0.00	\$146,659.46		
License Excise Tax	\$0.00	\$10,347.88		
Financial Institution Tax	\$0.00	\$256.09		
CVET(Commercial Vehicle Excise)	\$0.00	\$1,391.67		
Interfund Transfer	\$0.00	\$0.00		
RAINY DAY FUND:		\$2,486.13	\$0.00	\$2,486.13
Special CAGIT Distribution	\$0.00	\$0.00		
Interest Earned	\$0.00	\$2,486.13		
STATE TECHNOLOGY FUND GRANT FUND:-.....		\$0.00	\$0.00	\$0.00
CAPITAL PROJECTS FUND:			\$21.29	\$6,595.21
Interest Earned	\$21.29	\$6,595.21		
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Interfund Transfer	\$0.00	\$0.00		
HOST/HOSPITALITY FUND:.....			\$0.00	\$0.00
LEVY EXCESS FUND:.....			\$30,082.00	\$30,082.00
SALES TAX:.....			\$11.87	\$101.40
CASH CHANGE FUND			\$0.00	\$0.00
SUB-TOTAL (page 1).....			\$106,546.43	\$1,389,528.85

WITHHOLDING ACCOUNT FUNDS:

			\$29,421.25	\$211,144.24
FIT Tax Collected	\$7,404.25	\$55,874.41		
FICA Collected	\$6,901.59	\$49,797.39		
State Tax Collected	\$3,181.10	\$23,108.26		
County Tax Collected	\$2,527.88	\$18,283.02		
Deferred Comp Plan	\$3,072.40	\$21,384.40		
Pre-tax Insurance Plans	\$3,473.12	\$22,914.67		
Life Insurance	\$135.88	\$957.92		
INPRS	\$2,725.03	\$18,824.17		
Garnishments	\$0.00	\$0.00		
Credit Union	\$0.00	\$0.00		
TOTAL RECEIPTS - ALL FUNDS.....			\$135,967.68	\$1,600,673.09

Voucher List
Jasper County Public Library

Report Date: From **8/1/13** To **8/12/13**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	612	JASPER COUNTY PUBLIC LIB	8/2/13	Insurance Rebate Transfer	\$92.02
0	613	PAYROLL	8/12/13	MLR Insurance Rebate	\$92.02
0	614	PAYROLL	8/9/13	PAYROLL	\$50,492.69
0	615	BILL HROMADA	8/9/13	Courier Mileage 7/23/13 to 7/31/13 (Conf. #30)	\$245.21
0	616	DENISE HAVENS	8/9/13	Substitute Courier Mileage 7/16/13 to 7/22/13 (Conf. #29)	\$175.15
0	617	GREAT-WEST RETIREMENT S	8/9/13	Annuity Withheld 8/9/13 payroll (Conf. #31)	\$1,536.20
0	618	INDIANA DEPARTMENT OF RE	8/9/13	EFT-State & County Taxes w/held July 2013 Payrolls, Ref #71670	\$5,708.98
0	619	INPRS fbo PERF	8/9/13	8/09/13 Payroll Contributions	\$5,418.00
0	620	IRS USA TAXPAYMENT	8/9/13	EFT-Fica Federal Taxes W/held 8/09/13 Ref. #11817277	\$11,583.02
32384	621	AARON'S LAWN CARE	8/12/13	DeM, Rens, Wh: Mowing, trimming, edging 7/1-7/23/13	\$1,040.00
32385	622	ACE HARDWARE	8/12/13	Sargent Keys	\$21.96
32386	623	ALLIED WASTE SERVICES #71	8/12/13	Wh: Trash Service- August	\$54.88
32387	624	ALLSOURCE TELECOM, LLC	8/12/13	Wh: Phones not ringing properly, made programming changes to phone system	\$110.00
32388	625	AMERICAN LIB. ASSN.	8/12/13	Posters	\$41.00
32389	626	ANTHEM BLUE CROSS BLUE	8/12/13	Health premiums August, 19 employees	\$11,883.72
32390	627	ANTHEM LIFE	8/12/13	Life Insurance premiums, August	\$67.14
32391	628	BAKER & TAYLOR ENTERTAIN	8/12/13	DVDs	\$143.30
32392	629	BAKER & TAYLOR	8/12/13	Books, Continuations, AV, Auto. Yours, B&T user licenses	\$16,547.63
32393	630	BANK OF NEW YORK MELLON	8/12/13	Administrative Fee for 2004 Bond- July 1, 2012- June 30, 2013	\$630.00
32394	631	BIERMA HARDWARE, INC.	8/12/13	Screws, blank cover, lightbulbs, mounting tape	\$16.16
32395	632	CARDINAL OFFICE PRODUCT	8/12/13	DeM: Quarterly maintenance agreement on work room copier	\$439.98
32396	633	CAREERTRACK	8/12/13	HR Workshop- 2 people	\$298.00
32397	634	CENTER POINT PUBLISHING	8/12/13	Books	\$100.28
32398	635	CENTURYLINK	8/12/13	Rens: Local Phone & Fax Service- August 2013	\$144.28
32399	636	CENTURYLINK	8/12/13	Long Distance Phone Service- July 2013	\$20.44
32400	637	CULLIGAN WATER CONDITIO	8/12/13	Wh: Water Cooler Rental- August 2013	\$9.95
32401	638	DAVIDSON TITLES INC.	8/12/13	Books	\$2,226.94
32402	639	DEBORAH KRISTOFF	8/12/13	Mileage 7/26/13: Circulation Counterparts Meeting	\$12.43
32403	640	DELTA DENTAL	8/12/13	Dental Ins. Premiums, August, 19 employees	\$531.10
32404	641	DEPARTMENT OF HOMELAND	8/12/13	Boiler Inspection	\$75.00
32405	642	DIANA KOOY	8/12/13	Mileage 1/16-7/23/13: Take water samples, Librarian's Council Meeting, Management Meeting, Branch Manager's Counterparts Meeting, B2B Meeting	\$133.91
32406	643	ENA SERVICES LLC	8/12/13	Internet service for July 2013	\$1,461.00
32407	644	BRENDA THOMPSON	8/12/13	Mileage 1/29-7/15/13: Book Vendor Visit, Jasper Foundation Meeting, Management Meeting, 8th Grade Visits, Jasper Foundation Grant Dinner, Storytime at the Fair; Summer Reading Party supplies	\$137.39
32408	645	GALE/CENGAGE LEARNING	8/12/13	Legal Forms Database Subscription 5/1/13-4/30/14	\$2,735.05
32409	646	HAINES & COMPANY, INC.	8/12/13	Continuations	\$355.50
32410	647	HAMSTRA BUILDERS, INC.	8/12/13	Wh: Condensing unit frozen and leaking. Turned unit off to thaw. Added freon and recharged.	\$211.00
32411	648	HERITAGE OFFICE PRODUCT	8/12/13	Two nametags: Rachael, Benjamin	\$23.00
32412	649	INDIANA INSURANCE COMPA	8/12/13	Worker's Comp Insurance due from 2012 Audit	\$741.00
32413	650	INDIANA LIBRARY FEDERATIO	8/12/13	2013 CYPD Conference- K. Hausenfleck, J. Jones	\$550.00
32414	651	INDIANA STATE LIBRARY	8/12/13	Inter-Library Loan Delivery Service: July 2013-June 2014	\$250.00
32415	652	JAMES M. VAUGHN	8/12/13	Book	\$134.75

Printed on **Monday, August 12, 2013**

Page 1 of 3

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
32416	653	JAMIE JONES	8/12/13	Summer Reading Supplies & Prizes	\$17.36
32417	654	KAPCO	8/12/13	Easy Bind repair tape, Kapbond book repair glue, label protectors	\$60.15
32418	655	KIRBY RISK CORPORATION	8/12/13	Lightbulbs	\$388.06
32419	656	KONE, INC.	8/12/13	DeM: Elevator maintenance agreement 3rd quarter 2013	\$381.93
32420	657	KRISTIN HOPPER	8/12/13	Reimbursement for lost item previously paid for.	\$6.99
32421	658	LINDA POORTENGA	8/12/13	Mileage 7/19-8/1/13: B2B Meeting, Digipalooza Conference, Bank Deposits	\$413.24
32422	659	MIDWEST TAPE	8/12/13	DVDs	\$16.26
32423	660	MOHLER ARCHITECTS, P.C.	8/12/13	DeM: Concrete floor investigation; Rens: roof inspection	\$3,246.00
32424	661	NANETTE SPEACHT	8/12/13	Mileage 1/22-7/26/13: Reader's Advisory Meeting, Circulation Counterparts Meeting	\$33.90
32425	662	NETWISE RESOURCES LLC	8/12/13	Rens & Wh staff copiers service agreement quarterly	\$897.84
32426	663	NIPSCO	8/12/13	Wh: Gas & Electric Service 7/3-8/2-13	\$2,222.25
32427	664	OFFICE DEPOT	8/12/13	Labeler tape, report covers, correction tape, construction paper, caution tape, filament tape,	\$103.14
32428	665	PATTY STRINGFELLOW	8/12/13	Mileage 7/18/13: Meet with architect	\$24.86
32429	666	PRECISION CONTROL SYSTE	8/12/13	DeM: Smell of gas in boiler room, inspected, no leaks found, slight odor coming from interior of boiler when off, went away after a few minutes; VAV#15 had leak in ceiling, replaced gasket & refilled system, no leaks, replaced ceiling tiles	\$430.28
32430	667	QUILL CORPORATION	8/12/13	Filament tape, 3-hole punch, ink cartridges, ledger size copy paper, ink toner, trash bags	\$264.56
32431	668	RACHAEL CAVINDER	8/12/13	Mileage 7/8-7/16/13: pickup Summer Reading Party supplies, Storytime at the Fair	\$37.29
32432	669	RAYANN GILMORE	8/12/13	Mileage 5/14-8/2/13: Bank Deposits, Post Office, Heritage Office Products, Deliver Board Packets, Walmart (cleaning supplies)	\$22.54
32433	670	RENSSELAER ROTARY CLUB	8/12/13	May & June dues and meals	\$96.00
32434	671	SUNRISE PACKAGING INC.	8/12/13	Audiobook cases	\$333.60
32435	672	TANGLEWOOD PRESS	8/12/13	Books	\$404.00
32436	673	TEI LANDMARK AUDIO	8/12/13	Audiobook stickers	\$44.30
32437	674	THOMSON REUTERS - WEST	8/12/13	Continuations	\$194.00
32438	675	TOWN OF DEMOTTE	8/12/13	DeM: sewer-July	\$71.90
32439	676	TOWN OF WHEATFIELD	8/12/13	Wh: sewer- August	\$56.65
32440	677	TRUGREEN PROCESSING CE	8/12/13	DeM: Tree/shrub service; Wh: Weed control, lawn fertilization, grub control	\$560.35
32441	678	VISION SERVICE PLAN- (IN)	8/12/13	Vision Premium, 18 employees August 2013	\$192.41
32442	679	WAL-MART COMMUNITY/GEC	8/12/13	Summer Reading supplies, Storytime supplies, Children's supplies, Slime the Librarian program supplies, Books for Bucks program supplies, Cleaning supplies, DVDs, Tuesday Movie program supplies	\$410.24
32443	680	WASTE MANAGEMENT	8/12/13	DeM: Trash Pick-up, August	\$70.76
32444	681	WHEATFIELD CHAMBER OF C	8/12/13	Sandhill Crane Festival 10x10 Booth, Sep 21, 2013	\$40.00
32445	682	YVONNE DEL VECCHIO	8/12/13	Mileage 5/1-6/28/13: Walking Books, Book Club, Deliver Community Connections, Pinterest Meeting	\$78.03
32407	683	BRENDA THOMPSON	8/12/13	Void Voucher #644, Check #32407	(\$137.39)
32446	684	BUSINESS CARD	8/12/13	Digipalooza expenses, Books for Bucks expenses, Volunteer Party expenses, YA Summer Reading Party expenses, Children's supplies, B2B expenses, Books	\$395.19
32447	685	DEMCO	8/12/13	Book tape, labels, label protectors	\$513.16
32448	686	DUMAS & MAHNESMITH P.C.	8/12/13	Legal Assistance- Sage Contract	\$350.00
32449	687	EMILY DURAN	8/12/13	Mileage 8/8/13: AV Shopping	\$24.86
32450	688	EVELYN BRISTOL	8/12/13	Mileage 1/29-7/15/13: Book Vendor Visit, Jasper Foundation Meeting, Management Meeting, 8th Grade Visits, Jasper Foundation Grant Dinner, Storytime at the Fair; Summer Reading Party supplies	\$137.39

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
32451	689	HAMSTRA BUILDERS, INC.	8/12/13	Wh: Inspected humidity problems and adjusted fan speed on A/C unit	\$137.50
32452	690	KOLORTECH, INC.	8/12/13	Lightbulbs	\$36.64
32453	691	LINDA POORTENGA	8/12/13	Digipalooza expenses	\$21.20
32454	692	MELISSA J. WIDNER	8/12/13	Reimbursement for lost book previously paid for.	\$18.00
32455	693	MIDWEST TAPE	8/12/13	Audiobook sleeves	\$425.99
32456	694	MOTION PICTURE LICENSING	8/12/13	Rens: Movie License 10/1/13-10/1/14	\$105.36
32457	695	NIPSCO	8/12/13	DeM: Gas & Electric Service 7/9-8/7/13	\$2,439.28
32458	696	OFFICE DEPOT	8/12/13	Yellow copy paper, double-stick tape	\$56.62
32459	697	QUILL CORPORATION	8/12/13	Labels, ArtKraft paper rolls	\$228.23
32460	698	UNIQUE MANAGEMENT SERVI	8/12/13	Collections: Initial/Secondary Placements- July	\$157.23
Total Amount of Claims					\$132,518.23

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, August 12, 2013

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$132,518.23

Date this 12th day of August, 2013.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

SEPTEMBER

**Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, September 9, 2013, 6pm
Wheatfield Public Library**

Opening of Meeting

Moment of Silence

Approval of Consent Agenda & Consent Agenda Items

Action

Minutes of August Board Meeting
Bills/Financial Reports
Policy Review

General Business

2014 Budget Hearing (R 15)	Action
Wheatfield Library Annual Report (R 15)	Information
Refunds for Payment of Lost Materials (R 15)	Action
Debit/Credit Card Processing Policy (R 10 & R 15)	Action
Library Board Privilege Policy (R 12 & R 16))	Action

Director's Report (R 15-R 18)

Information

Items for Future Agendas

Public Forum

Adjournment

MINUTES

Jasper County Public Library Board of Trustees
6:00 PM

August 12, 2013
Rensselaer Library

Present: Jody Melton, Mari Anne Sayler, Janelle Harper, Natalie Waling, Timothy Schultz, Janet Umlauf, Deana George, Patricia Stringfellow, Rayann Gilmore, Harry Mohler, Russ Bailey

Agenda & Consent Agenda Approval: The Consent Agenda and Consent Agenda items including the July Board Meeting Minutes, bills/financial reports, Photography Videotaping and Other Recording Devices Policy revisions, the Internet Use and Safety Policy revisions, the Salary Ordinance Update, and workshop request were approved as presented on a motion by J. Melton, seconded by D. George. Motion passed.

Rensselaer Library Re-Roof Project: The Library's architect, Harry Mohler, presented a preliminary budget estimate to the Board of the cost to re-roof the Rensselaer Library. Estimated total cost is \$74,000-\$100,200, based on preliminary estimates that Harry received from several contractors. As requested by P. Stringfellow, H. Mohler walked the roof with T. Luke, Rensselaer Library's maintenance person, and determined that the roof should make it through another winter if we put some tar on a few trouble spots. He also said that the roof would need more roof vents added when the new roof is done, due to new requirements. P. Stringfellow would like to split the cost of this project between two budget years, and H. Mohler and R. Bailey indicated that we do have this option. Project specifications can be written to require that the contractor purchase supplies in 2013, which the Library would pay for in 2013, leaving installation fees for 2014. The specs would also require that the supplies be stored at an insured location off-site. H. Mohler and R. Bailey explained that because the project would be under \$150,000 the Library is not required to advertise publicly. We could just seek quotes from 3 contractors. Also, a public performance bond is not required because the project is less than \$200,000. The Library does have the option to require a bond and to publicly advertise if it desires. H. Mohler stated that preliminary estimates were for a shingled roof but that we could also ask for bids for metal if interested. T. Schultz moved to publicly advertise for bids for a shingle & for a metal roof and to require a public performance bond and to split the project cost between two years, seconded by J. Melton. Motion passed. The Library will seek bids to be due in November and award the contract at the November Board Meeting.

DeMotte Library- Update on Concrete Floor: H. Mohler has inspected the DeMotte Library building, reviewed blueprints, and reviewed construction documents and correspondence regarding the DeMotte Library 1992 building project. He met with a plumber who put a camera through the foundation drain to see if there were any blockages or cracks. The foundation drain is clear and no cracks are evident. While reviewing blueprints and documents H. Mohler found that the roof gutters were not originally planned to be tied to the foundation drain. There was a change during construction and the gutters were tied in. The foundation drain is not adequate for the amount of water that comes from the roof. He recommends that the gutters be disconnected from the foundation drain and that something be done next year before spring rains to direct the water from the roof away from the building. A rain garden is one solution that can be implemented. H. Mohler also explained that he believes that the tile heaved in the foyer due to the large amount of rain water that came in the front door during a big rain storm. The bumps in the concrete floor do not seem to be changing and can be addressed the next time carpet is replaced. He concurred that the bumps are slight. H. Mohler will work with P. Stringfellow regarding a solution with implementation planned for 2014.

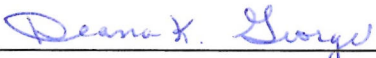
2014 Budget: The Budget Committee consisting of J. Melton (Chair), N. Waling, and J. Harper met with P. Stringfellow, Director and R. Gilmore, Business Manager to review the 2014 Budget in early July. The growth quotient for the 2014 Budget is 2.6%. We stayed within this amount. P. Stringfellow and R. Gilmore met with our DLGF field rep in early July. This meeting went well. The total of the combined budgets for Operating, BIRF, and LIRF is \$2,785,119. J. Melton moved to advertise the 2014 Budget, seconded by J. Umlauf. Motion passed.

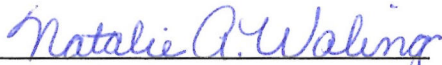
Resolution to Continue in the Public Library Internet Consortium: In 2005 the Library joined the Public Library Internet Consortium. Annually, the Board is required to resolve to continue as a member. As a member of the Public Library Internet Consortium we receive the e-rate discount portion of the consortium Internet cost. J. Umlauf moved to continue in the Consortium, seconded by M. Sayler. Motion passed.

Resolution to Pay Bills with Prior Approval: As we prepare to launch our debit/credit service for patrons, we are reviewing processes and procedures. Our service provider, SAGE, requires their fees be paid via an automatic withdrawal from our bank account. We consulted with the State Board of Accounts regarding their requirement. In order for the library to pay in this way the Board must include Merchant Processing Fees for Card Processing Service in our Resolution to Pay Bills with Prior Approval. J. Melton moved to approve adding Merchant Processing Fees for Card Processing Service to the resolution, seconded by D. George. Motion passed.

Director's Report: AC compressors stopped working at DeMotte Library on July 13. The quote for replacing the air conditioning compressors came in at \$16,420. The Public Purchase Policy authorizes P. Stringfellow to approve purchases of up to \$15,000. P. Stringfellow proceeded with authorizing repairs, reporting to Board President N. Waling in advance due to the urgency of repairs. The Library received several letters from the City of Rensselaer about TIF districts. The letters are notifying us that we will not be receiving tax revenue from these districts.

Adjournment: With no further matters for discussion N. Waling adjourned the meeting at 7:20 PM.


Deana George, Secretary


Attest: Natalie Waling, President

CIRCULATION BY HOLDINGS CODE
August 2013

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	12	0	0	12
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJBPF)	0	0	0	0
Award Winning fiction (DAWFIC)	10	0	1	11
Award Winning non-fiction (DAWNF)	0	0	0	0
Award Winner YAFIC (DAYAF)	1	0	0	1
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	31	5	0	36
Blu-Ray (DBR)	120	0	0	120
Books on CD (DBKCD)	171	4	3	178
Books on Tape (DBKT)	3	2	0	5
Compact Disc (DCD)	245	28	2	275
Digital Audiobooks (DDA)	12	1	0	13
DVD (DDVD)	1668	35	11	1714
Equipment (DEQP)	46	0	0	46
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	36	0	0	36
Fiction (DFIC)	832	43	48	923
Fiction Fantasy (DFICF)	17	1	0	18
Fiction Mystery (DFICM)	113	14	1	128
Fiction New (DFICNEW)	461	20	6	487
Fiction Science Fiction (DFICSF)	13	0	1	14
Fiction Western (DFICW)	9	2	0	11
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	67	0	0	67
Hanging Bags (DHANG)	2	0	0	2
ILL (DILL)	68	2	0	70
Internet (DINTER)	1004	0	0	1004
Juv. Audio book (DJAUDB)	4	2	0	6
Juv. Biography (DJBIO)	27	2	2	31
Juv. Book on CD (DJBKCD)	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	16	0	0	16
Juvenile Easy (DJE)	531	14	7	552
Juv. Easy Non-fiction (DJENF)	34	0	0	34
Juv. Easy Reader (DJER)	388	3	1	392
Juv. Fiction (DJFIC)	389	9	7	405
Juv. Holiday books (DJHOL)	70	0	0	70
Juv. Magazine (DJMAG)	22	0	0	22
Juv. Music Cassette (DJMC)	0	0	0	0
Juv. Nonfiction (DJNF)	200	12	2	214
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	0	0	0	0
Juv. Toddler (DJTOD)	122	1	1	124

Large Print Fiction (DLPF)	165	6	0	171
Large Print Nonfic (DLPNF)	8	0	0	8
Magazine (DMAG)	724	10	1	735
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	14	1	0	15
Nonfiction 100 (DNF100)	20	0	2	22
Nonfiction 200 (DNF200)	22	3	1	26
Nonfiction 300 (DNF300)	60	3	8	71
Nonfiction 400 (DNF400)	0	0	0	0
Nonfiction 500 (DNF500)	31	1	0	32
Nonfiction 600 (DNF600)	167	5	5	177
Nonfiction 700 (DNF700)	58	1	1	60
Nonfiction 800 (DNF800)	20	0	0	20
Nonfiction 900 (DNF900)	52	3	0	55
Nonfiction Blu-Ray (DNFBR)	2	0	0	2
Nonfiction DVD (DNFDVD)	84	1	0	85
Nonfiction (DNFIC)	0	1	0	1
Nonfiction New (DNFNEW)	100	6	9	115
Nonfiction VHS (DNFVHS)	6	0	0	6
Oversize (DOVER)	0	0	0	0
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	0	1	1	2
Reference (DREF)	0	0	0	0
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	0	0	0	0
Software (DSWAR)	29	1	1	31
Vertical File (DVF)	0	0	0	0
VHS (DVHS)	23	4	0	27
YA Audio book (DYAUDB)	2	1	0	3
YA Biography (DYAB)	1	0	0	1
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	208	8	2	218
YA Music CD (DYACD)	2	0	0	2
YA Nonfiction (DYANF)	7	1	1	9
YA Paperback Fic (DYAPBF)	0	0	0	0
Storage (DZSTO)	14	0	0	14
Award Winner JBIO (RAJBIO)	0	0	0	0
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	4	52	1	57
Blu-Ray (RBR)	0	156	0	156
Books on CD (RBKCD)	4	125	3	132
Books on Tape (RBKT)	0	0	0	0
Compact Disc (RCD)	14	345	2	361
Digital Audiobooks (RDA)	0	20	0	20
DVD (RDVD)	17	3592	21	3630
Equipment (REQP)	0	27	0	27
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	42	0	42
Fiction (RFIC)	23	680	10	713
Fiction New (RFICNEW)	13	424	12	449

Genealogy (RGENE)	0	1	0	1
Genealogy Mag (RGMAG)	0	1	0	1
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	1	185	9	195
Hanging Bag (RHANG)	0	6	0	6
ILL (RILL)	0	99	0	99
Internet (RINTER)	0	1868	0	1868
Juv. Audio book (RJAUDB)	0	4	0	4
Juv. Biography (RJBIO)	0	35	0	35
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	3	24	0	27
Juvenile Easy (RJE)	9	522	0	531
Juv. Easy Non-fiction (RJENF)	0	63	0	63
Juv. Easy Reader (RJER)	0	279	0	279
Juv. Fiction (RJFIC)	11	556	2	569
Juv. Magazine (RJMAG)	0	40	6	46
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	0	283	2	285
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	0	0	0
Juv. Reference (RJREF)	0	1	0	1
Juv. Toddler (RJ TOD)	1	184	0	185
Large Print Fiction (RLPF)	24	250	4	278
Large Print Nonfic (RLPNF)	2	20	0	22
Magazine (RMAG)	16	462	7	485
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	0	15	0	15
Non-Fiction 100 (RNF100)	1	24	1	26
Non-Fiction 200 (RNF200)	4	32	0	36
Non-Fiction 300 (RNF300)	2	55	1	58
Non-Fiction 400 (RNF400)	0	6	0	6
Non-Fiction 500 (RNF500)	0	37	1	38
Non-Fiction 600 (RNF600)	14	189	4	207
Non-Fiction 700 (RNF700)	3	87	1	91
Non-Fiction 800 (RNF800)	0	15	1	16
Non-Fiction 900 (RNF900)	0	52	0	52
Nonfiction Blu-Ray (RNFB R)	0	9	0	9
Nonfiction DVD (RNFDVD)	1	238	0	239
Nonfiction (RNFIC)	1	31	2	34
Nonfiction new (RNFNEW)	16	207	4	227
Nonfiction VHS (RNFVHS)	0	0	0	0
Oversize (ROVER)	0	1	0	1
Professional Coll. (RPRO)	0	2	0	2
Reference (REF)	0	0	0	0
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	9	0	9
Software (RSWAR)	1	39	1	41
Vertical File (RVF)	1	1	0	2
VHS (RVHS)	0	6	0	6
YA Audio book (RYAUDB)	0	22	0	22
YA Biography (RYAB)	0	1	0	1

YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	10	212	8	230
YA Music CD (RYACD)	2	170	2	174
YA Nonfiction (RYANF)	0	13	0	13
YA Paperback Fic (RYAPBF)	0	0	0	0
Storage (RZSTO)	0	0	0	0
Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	4	4	6	14
Blu-Ray (WBR)	0	0	119	119
Books on CD (WBKCD)	34	18	162	214
Books on Tape (WBKT)	0	0	5	5
Compact Disc (WCD)	12	49	303	364
Digital Audiobooks (WDA)	0	1	16	17
DVD (WDVD)	21	28	1959	2008
Equipment (WEQP)	0	0	50	50
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	15	15
Fiction (WFIC)	35	29	370	434
Fiction Fantasy (WFICF)	0	2	8	10
Fiction Mystery (WFICM)	5	3	60	68
Fiction New (WFICNEW)	21	23	344	388
Fiction Science Fiction (WFICSF)	0	0	9	9
Fiction Western (WFICW)	0	0	2	2
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	1	1	39	41
Hanging Bags (WHANG)	0	0	6	6
ILL (WILL)	0	0	38	38
Internet (WINTER)	0	0	702	702
Juv. Audio book (WJAUDB)	0	1	5	6
Juv. Biography (WJBIO)	0	0	19	19
Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	0	0
Juv. Compact Disc (WJCD)	1	0	27	28
Juvenile Easy (WJE)	7	13	415	435
Juv. Easy Non-fiction (WJENF)	1	0	58	59
Juv. Easy Reader (WJER)	5	10	220	235
Juv. Fiction (WJFIC)	20	12	279	311
Juv. Magazine (WJMAG)	0	0	40	40
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	3	8	240	251
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	2	2
Juv. Toddler (WJTOD)	0	1	118	119
Large Print Fiction (WLPF)	19	13	98	130
Large Print Nonfic (WLPNF)	2	0	8	10
Magazine (WMAG)	9	0	376	385
Non-Fiction 000 (WNF000)	0	0	1	1
Non-Fiction 100 (WNF100)	2	0	5	7
Non-Fiction 200 (WNF200)	5	3	19	27
Non-Fiction 300 (WNF300)	1	4	27	32
Non-Fiction 400 (WNF400)	0	0	1	1

Non-Fiction 500 (WNF500)	0	0	7	7
Non-Fiction 600 (WNF600)	14	8	83	105
Non-Fiction 700 (WNF700)	0	2	31	33
Non-Fiction 800 (WNF800)	1	0	7	8
Non-Fiction 900 (WNF900)	1	1	34	36
Nonfiction Blu-Ray (WNFBR)	0	0	1	1
Nonfiction DVD (WNFDVD)	4	4	85	93
Nonfiction (WNFIC)	0	0	2	2
Nonfiction New (WNFNEW)	9	9	81	99
Nonfiction VHS (WNFVHS)	0	0	0	0
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	0	0	0	0
Software (WSWAR)	0	2	15	17
Vertical File (WVF)	0	0	0	0
VHS (WVHS)	0	0	11	11
YA Audio book (WYAUDB)	0	0	3	3
YA Biography (WYAB)	0	0	0	0
YA Books on CD (WYABKCD)	2	0	8	10
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	14	14	245	273
YA Music CD (WYACD)	0	0	0	0
YA Nonfiction (WYANF)	0	0	14	14
YA Paperback Fic (WYAPBF)	0	0	0	0
Storage (WZSTO)	0	0	0	0
TOTAL	9014	12339	7028	28381

CIRCULATION BY HOLDINGS CODE
August 2013

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	12	0	0	12
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	10	0	1	11
Award Winning non-fiction (AWNFI)	0	0	0	0
Award Winner YAFIC (AYAF)	1	0	0	1
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	39	61	7	107
Blu-Ray (BR)	122	165	120	407
Books on CD (BKCD)	209	147	168	524
Books on Tape (BKT)	3	2	5	10
Compact Disc (CD)	271	422	307	1000
Digital Audiobooks (DA)	12	22	16	50
DVD (DVD)	1706	3655	1991	7352
Equipment (EQP)	46	27	50	123
See librarian (ERR)	0	0	0	0

Express Book (EXP)	36	42	15	93
Fiction (FIC)	890	752	428	2070
Fiction Fantasy (FICF)	17	3	8	28
Fiction Mystery (FICM)	118	17	61	196
Fiction New (FICNEW)	495	467	362	1324
Fiction Science Fiction (FICSF)	13	0	10	23
Fiction Western (FICW)	9	2	2	13
Genealogy (GENE)	0	1	0	1
Genealogy Mag (GMAG)	0	1	0	1
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	69	186	48	303
Hanging Bags (HANG)	2	6	6	14
ILL (ILL)	68	101	38	207
Internet (INTR)	1004	1868	702	3574
Juv. Audio book (JAUDB)	4	7	5	16
Juv. Biography (JBIO)	27	37	21	85
Juv. Book on CD (JBCD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	0	0
Juv. Compact Disc (JCD)	20	24	27	71
Juvenile Easy (JE)	547	549	422	1518
Juv. Easy Non-Fiction (JENF)	35	63	58	156
Juv. Easy Reader (JER)	393	292	221	906
Juv. Fiction (JFIC)	420	577	288	1285
Juv. Holiday (JHOL)	70	0	0	70
Juv. Magazine (JMAG)	22	40	46	108
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	203	303	244	750
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	0	0	0
Juv. Reference (JREF)	0	1	2	3
Juv. Toddler (JTOD)	123	186	119	428
Large Print Fiction (LPF)	208	269	102	579
Large Print Nonfic (LPNF)	12	20	8	40
Magazine (MAG)	749	472	384	1605
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	14	16	1	31
Non-Fiction 100 (NF100)	23	24	8	55
Non-Fiction 200 (NF200)	31	38	20	89
Non-Fiction 300 (NF300)	63	62	36	161
Non-Fiction 400 (NF400)	0	6	1	7
Non-Fiction 500 (NF500)	31	38	8	77
Non-Fiction 600 (NF600)	195	202	92	489
Non-Fiction 700 (NF700)	61	90	33	184
Non-Fiction 800 (NF800)	21	15	8	44
Non-Fiction 900 (NF900)	53	56	34	143
Non-Fiction Blu-Ray (NFBR)	0	0	0	0
Non-Fiction DVD (NFDVD)	89	243	85	417
Nonfiction (NFIC)	1	32	4	37
Nonfiction New (NFNEW)	125	222	94	441
Nonfiction VHS (NFVH)	6	0	0	6
Oversize (OVER)	0	1	0	1
Professional Coll. (PROF)	0	2	0	2
Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	0	1	1	2

Reference (REF)	31	108	39	178
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	0	9	0	9
Software (SWAR)	30	42	17	89
Vertical File (VF)	1	1	0	2
VHS	23	10	11	44
YA Audio book (YAUDB)	2	23	3	28
YA Biography (YAB)	1	1	0	2
YA Books on CD (YABKCD)	2	0	8	10
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	232	234	255	721
YA Music CD (YACD)	4	170	2	176
YA Nonfiction (YANF)	7	14	15	36
YA Paperback Fic (YAPBF)	0	0	0	0
Storage (ZSTO)	14	0	0	14
				0
Free reads	414	301	122	837
Games/Puzzles	38	14	0	52
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	9497	12762	7189	29448

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	2214	1853	1110	5177
Nonfiction	768	1104	431	2303
CHILDREN'S BOOKS				
Fiction	1505	1604	1051	4160
Nonfiction	335	405	326	1066
YA BOOKS				
Fiction	302	420	303	1025
Nonfiction	8	15	15	38
Magazines, Adult	749	473	384	1606
Magazines, Children	22	40	46	108
Sound Recordings, adult	499	616	507	1622
Sound Recordings, ch	30	207	40	277
Online databases	0	0	0	0
Software	30	42	17	89
Vertical file	1	1	0	2
VHS/DVD/Blu-Ray	1946	4073	2207	8226
Equipment	46	27	50	123
Total	8455	10880	6487	25822
A-V Circulation	2505	4938	2771	10214
A-V Circulation as % of total	29.6%	45.4%	42.7%	39.6%

August 2013

END OF MONTH:	DEMOTTE	RENSSELAER	WHEATFIELD
Total Materials Owned	76,877	68,881	52,223
Circulation Increase/Decrease	-12.2%	-2.7%	-0.7%
XX XXXXXXXXXXXX			
MONTHLY SYSTEM STATISTICS	2012	2013	% change
Current month's Circulation	27,340	25,822	-5.6%
Jan. to date circulation	217,442	218,083	0.3%

DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION	
Start of Month	End of Month	Start of Month	End of Month	Start of Month	End of Month
Volumes	Volumes	Volumes	Volumes	Volumes	Volumes
XX					
					ADULT BOOKS
22,877	22,693	13,113	13,161	13,809	13,893 Fiction
19,513	19,582	20,838	20,519	10,096	10,146 Nonfiction
					CHILDREN'S BKS
14,594	14,620	12,573	12,601	11,005	10,967 Fiction
8,088	8,092	6,645	6,663	5,833	5,870 Nonfiction
					YA BOOKS
2,100	2,110	2,979	2,989	2,240	2,263 Fiction
578	578	780	756	133	133 Nonfiction
					0 Magazines,Adult
					0 Magazines, Child
0	0	20	20	0	0 Games, Toys
3,458	3,482	3,923	3,936	3,930	3,942 Sound Rec/Adult
772	772	588	590	828	823 Sound Rec/Child
18	18	29	29	7	7 Online Databases
372	372	359	358	179	177 Software
0	0			4	4 Vertical Files
4,407	4,440	7,060	7,117	3,869	3,941 VHS/DVD/Blu-ray
118	118	142	142	57	57 Equipment
76,895	76,877	69,049	68,881	51,990	52,223 TOTAL
XX					

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

August 2013

R5

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
		Hrs.		Hrs.		Hrs.		
INTRALIBRARY LOANS FILLED	231	50	190	41	340	74	761	165
LOCAL HISTORY								
In person	3	1	10	3	3	1	16	5
Letters written	4	4	8	8	0	0	12	12
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use-Wired	1004	42	1868	78	702	29	3574	149
Internet use-Wireless	565		1101		282		1948	
Computer software used	185	15	284	24	131	11	600	50
VCR Use	0	0	0	0	0	0	0	0
Microforms	157	21	29	4	0	0	186	25
CD ROM/Online databases	203	17	472	39	158	13	833	69
Typewriter use	0	0	0	0	0	0	0	0
Other equipment used	0	0	0	0	4	1	4	1
OTHER LIBRARY SERVICES USED								
Outreach activities	47	47	7	5	0	0	54	36
Notarized documents	12	3	7	2	4	1	23	6
Meeting Room Use (no. of group)	27	9	44	15	9	3	80	27
Study room use	27	2	37	3	21	2	85	7
Proctoring	3	2	2	1	0	0	5	3
Tax Forms distributed	0	0	0	0	0	0	0	0
Pull Requests	0	0	0	0	0	0	0	0
E-books downloaded							667	
IN-HOUSE USE ITEMS	514		419		153		1086	
SELF-CHECKOUT USE	271		901		578		1750	
INTERLIBRARY LOANS								
Requests made for:	32	8	110	28	41	10	183	46
Items rec'd for:	31	16	108	54	39	20	178	89
Items requested by other libraries	0		0		0		0	
Items supplied to other libraries	0	0	0	0	0	0	0	0

REGISTRATIONS

Total Borrowers	8273	8478	4838	21589
Non-resident, paying	1	1	0	2
PLAC card users	0	2	1	3
Reciprocal borrowers	362	530	123	1015
Number of New Patrons Added	65	76	25	

PROGRAMS

DeMotte	Rensselaer	Wheatfield	TOTAL	HOURS
Hrs.	Hrs.	Hrs.		SPENT

Programs for all ages	0	0	3	18	0	0	3	18
Children's Programs (0-13)	6	36	6	36	3	18	15	90
Number attending	100		145		130		375	
YA Programs (14-17)	0	0	1	6	0	0	1	6
Number attending	0		7		0		7	
Adult Programs	3	18	8	48	0	0	11	66
Number attending	86		112		12		210	
Senior Citizen Programs	5	30	2	12	4	24	11	66
Number attending	68		61		17		146	
Total Number of Programs	14	84	20	120	7	42	41	246
Total Persons Attending	254		325		159		738	
Total Attending Same Month Last Yr.	221		257		32		510	
Total Staff Hours Spent		320		423		207		935
Total Number of In-House Program	13		18		4		35	
Total Attendance	222		158		20		400	
Total Number of Outreach Program	1		2		3		6	
Total Attendance	32		167		139		338	

CIRCULATION BY PATRON CODE

PATRONS	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	6590	76.7%	7271	67.4%	4655	72.2%	18516	71.7%
Corporate	7	0.1%	48	0.4%	0	0.0%	55	0.2%
Juvenile 0-11	59	0.7%	204	1.9%	62	1.0%	325	1.3%
Juvenile-AV	906	10.5%	1562	14.5%	747	11.6%	3215	12.5%
Nonresident No Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Adult	241	2.8%	378	3.5%	164	2.5%	783	3.0%
Reciprocal Juvenile	1	0.0%	2	0.0%	0	0.0%	3	0.0%
Reciprocal Juvenile AV	6	0.1%	2	0.0%	0	0.0%	8	0.0%
Reciprocal YA	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal YA AV	0	0.0%	0	0.0%	0	0.0%	0	0.0%
School	0	0.0%	1	0.0%	0	0.0%	1	0.0%
School AV	0	0.0%	4	0.0%	0	0.0%	4	0.0%
St. Joseph College	0	0.0%	37	0.3%	0	0.0%	37	0.1%
Staff	366	4.3%	758	7.0%	483	7.5%	1607	6.2%
Walking books	101	1.2%	84	0.8%	0	0.0%	185	0.7%
YA 12-17	18	0.2%	51	0.5%	16	0.2%	85	3.9%
YA-AV	293	3.4%	384	3.6%	321	5.0%	998	3.9%
Total	8588		10786		6448		25822	
All items borrowed by nonresidents	248	2.9%	424	3.9%	164	2.5%	836	3.2%

Debit/Credit Card Processing Policy

All debit/credit card transactions must be conducted in person with card present. There is a \$5 minimum charge required in order to pay with credit/debit cards; no refunds may be issued. If the Internet or the card terminal is down, debit/credit card payments cannot be accepted. Card terminals may not be used to provide a cash advance.

Public Service staff will securely and confidentially transport receipts to the Business Office on a regular basis. All transaction receipts will be secured by the Business Office. The card terminals are connected to separate firewalls, and no other devices should be plugged into these firewalls.

Jasper County Public Library will not sell, purchase, provide or exchange any Cardholder's name or number in any form to any 3rd party except Sage, our Card Processing Service Provider. In addition, card numbers will not be sent via end-user messaging technologies, such as chat, text, email, etc. JCPL will provide, at request of Sage, a copy of Sales Draft or Transaction evidence within 3 business days following request. The Library will notify Sage within 3 days if any of the following information changes on the Library's Merchant Application:

- Library Director
- Website address
- Physical address
- Phone number
- Contact Information (name/email)

The Library will perform an annual self-assessment on PCI-Compliance and send a Compliance Certificate to pcicompliance@sagepayments.com.

JCPL-owned credit cards may not be processed in library-owned card terminals.

LIBRARY BOARD PRIVILEGE POLICY

Although the Library encourages board members to return materials on time, no fines will be assessed for overdue materials. This privilege will also be extended to spouses of current board members, to their children living at home and under the age of 25 (upon request), and to past board members.

Board members and families *will* be responsible for payment for lost or damaged materials checked out to them. As with other library users, borrowing privileges will be suspended when materials are two months overdue, until overdue materials are returned.

Lost or damaged library cards will be replaced free of charge.

Board members may check out more than 2 items without presenting their library card.

FAX messages may be sent and received for 15 cents per page.

Meeting rooms may be used free of charge for social engagements. A deposit is not required.

Except in the case of overdue fines, these privileges are extended only to board members, not to members of their families.

8/94; revised 9/11

Director's Report August 2013

Consent Agenda:

You will be approving the minutes of the August Board meeting, bills, and financial reports.

Policies for Review: The following policies are scheduled to be reviewed this month: Board Privilege, Staff Privilege, Group Visit Policy, Mission/Role/Values, and Board By-laws. No revisions are recommended. I have placed the Board Privilege Policy under General Business for your review.

General Business:

2014 Budget Hearing: You will hold your hearing for your 2014 Budget. I will bring copies of the budget in case anyone shows up to express a comment or concern.

Wheatfield Library Annual Report: Diana Kooy and Rachael Cavinder will present their annual report at the September Board meeting.

Refunds for Payment of Lost Materials: Current library policy allows us to refund a portion of fees that patrons pay for lost materials when the materials are returned within 6 months of payment. Patrons are refunded the cost of the materials less a processing fee. As we prepare to launch our patron requested debit/credit card processing service, we have read an 8-page user agreement that states that payments received via debit/credit card must be refunded via debit/credit card. This means that money would be removed from our bank account to provide this patron refund instantly. This doesn't translate well to our bookkeeping process which allows for the issuance of papers checks for refunds after a request for refund is submitted. We recommend to the Board that library policy be changed to 'no refunds'. We have researched what other libraries do, and have learned that the following nearby libraries do not allow patron refunds: Newton County Public Library, Crown Point Public Library, Pulaski County Public Library, Starke County Public Library, Benton County Public Library, Monon Town and Township Public Library, Monticello-Union Township Public Library, West Lafayette Public Library, and Wolcott Community Public Library. This is not a new idea in patron policy.

Debit/Credit Card Processing Policy: Please see R 10 to review a new policy, Debit/Credit Card Processing Policy. A lot of the language in this policy comes directly from the Sage User Agreement – required actions. A board vote is required to adopt this new policy.

Library Board Privilege Policy: Please see R 12. This policy is up for review this month. I am placing it on the agenda for your consideration/review.

Director's Report:

In August we did invest \$500,000 Capital Projects Fund money in a 12-month CD.

Staff Development Day will be held September 6. We have spent many weeks planning this year's training which includes: Generations in the Workplace, Diversity, Technical Services 101, a Technology Petting Zoo, staff anniversary recognition, and an ILL Q & A. We always enjoy being together as a staff for this full day of training and networking. Some training will be provided by State Library and Indiana Civil Rights Commission Staff. The libraries will be closed to the public as approved by the Board.

A recent ALA bulletin stated, "The American Library Association anticipates that many Americans will turn to libraries for help in accessing enrollment information when open enrollment for the Health Insurance Marketplace component of the Affordable Care Act (ACA) begins on October 1, 2013. Just as our communities turn to libraries for help to learn about citizenship and passport requirements, use public access computers to get disaster relief information and obtain assistance with copyright and patent questions, we expect libraries will receive many inquiries from the public about the Affordable Care Act." We are preparing to meet patron needs in this area. The Management Team will be viewing training webinars regarding patron service and resources available to both staff and patrons to better understand the Marketplace. We have placed a link on the library's website so that patrons can easily find the Health Insurance Marketplace, healthcare.gov. This is the primary tool for patrons to use. Fact sheets entitled Get Ready to Enroll in the Marketplace and Things to Think About When Choosing a Health Plan have been made available at cms.gov (Centers for Medicaid and Medicare Services). These can be printed and disseminated by libraries as needed/desired. In the Business Office we stay apprised of requirements for the library, things we are required to do as a business. We follow those guidelines. This summer I invited our insurance agent to a board meeting to provide a brief tutorial for the board on Affordable Care Act matters so that you could be educated about regulations affecting employers.

It is time to provide a quarterly report on our progress with Long Range Plan and Technology Plan goals. Here is what we have accomplished since my last report: completed Summer Reading; attended Digipalooza Conference; attended circulation counterparts; packed and distributed bags for Books to Bridge Literacy Program; sent promotional materials to new St. Joe students; provided promotional information for Rensselaer Utility new customers; held Everglades of the North program with big attendance at Rensselaer Library; embarked on inventory; completed budget work; held Librarians Council meeting; de-selection is occurring in various departments; attended Chamber and Rotary meetings;

To inform, enrich, and empower our diverse community.

embarked on Rensselaer Library re-roof project; acquired security camera signs for Rensselaer Library; held Pickle Awareness Week with challenge; held Post Card Program; Pinterest work group met; AV shopping; attended CYPD Conference; attended Youth Services Conference; 'attended' online Summer Teen Conference; attended automation counterparts; attended Office 2013 Webinar; webmaster report presented to Board; New Technology and Literacy Committees made annual reports; evaluated wireless equipment; acquired new receipt printers for two work stations; evaluated Office 2007; purchased card payment system with policies and procedures under construction.

The Jasper County Public Library is participating in Books to Bridge the Region, a reading initiative that encompasses seven Northwest Indiana counties: Jasper, Lake, LaPorte, Newton, Porter, Pulaski, and Starke. The goals are to promote literacy, to create conversations among communities, and to foster critical thinking related to a theme. This event takes place in October, and I encourage you to check out this website www.books2bridge.org for more information. We are excited to be involved! Book discussions are planned in our libraries.

Donna, Rayann, Becky, and I will be walking in the Little Cousin Jasper Parade, promoting JCPL. The parade theme this year is family. Our message is Jasper County Public Library-our family informing, enriching, and empowering your family.

System Administrator News

Sheila attended an Automation Counterparts meeting in August. Topics of conversation included: Edge Benchmarks, laptops/tablets to replace staff pcs, VOIP, test proctoring, and community calendars. She completed and delivered Year 2014 E-Rate documents for the Indiana State Library and worked on card processing matters: ordering firewalls, researching/achieving PCI-compliance, preparing locations for devices, and assisting with policy/procedure drafts.

Technical Services News

Becky enjoyed Overdrive's Digipalooza Conference which she attended with Brenda and Linda. This conference was full of useful information on the newest eBook devices, technology, and software. Becky and her staff are preparing a training video Technical Services 101 for Staff Development Day. MARC records are now available in our catalog for eBooks and eAudiobooks. Patrons will find these records when searching our catalog for traditional materials.

DeMotte Library News

As a Chamber member, representing the library, Brenda was able to assist with Touch of Dutch activities which gave her the opportunity to network with businesses and community members. Children's programs featured a First

Friday story time, a Family Movie, and Legos. Children enjoyed story time and making a monkey with Karla. Adults enjoyed computer classes, health screenings, and an Adult Writing program facilitated by Del Cleek.

Rensselaer Library News

iPads were issued to students enrolled in Rensselaer Schools. Many of these students turned to library staff for orientation and set up assistance. Our wireless statistics were up significantly due to this influx of e-devices. 209 adults participated in the Adult Summer Reading program this summer. Programs on Cake Decorating and Postcards were well attended. Jamie enjoyed attending her first CYPD Conference and reports that her Mo Willems story time was a success. The children enjoyed making elephant and piggy puppets.

Wheatfield Library News

After the hectic months of summer, the Children's Department slowed down program offerings as they made plans for fall. Carolynn decorated with a Banned Books theme, preparing for Banned Books month in September. Diana reports the cessation of her Reading Shorts program as attendance has been low. It is a quality program and requires a lot of preparation time. The Friends are gearing up for their booth at the Sandhill Crane Festival. JCPL will be represented at the festival as Marketing Chair, Rachael, mans a booth.

Please contact me if you are unable to attend the September Board meeting or if you have any questions about materials in your packet.-Patty

JCPL FINANCIAL STATEMENT

August 31, 2013

	<u>Beginning 2013 Balance</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Ending Balance</u>
Operating Fund	\$591,983.31	\$169,547.24	\$1,371,940.15	\$73,192.06	\$1,254,521.32	\$474,564.48
Public Library Access Card Fund	\$0.00	\$0.00	\$50.00	\$0.00	\$50.00	\$0.00
Gift Fund	\$9,202.35	\$411.34	\$10,410.80	\$320.00	\$10,326.26	\$9,117.81
DeMotte	\$2,130.22	\$129.01	\$2,589.82	\$220.00	\$2,854.51	\$2,394.91
Rensselaer	\$4,970.25	\$39.84	\$5,328.71	\$100.00	\$4,766.20	\$4,407.74
Wheatfield	\$2,101.88	\$242.49	\$2,492.27	\$0.00	\$2,705.55	\$2,315.16
Library Improvement Reserve Fund	\$295,486.61	\$0.00	\$0.00	\$34.43	\$257.92	\$295,744.53
Bond & Interest Redemption Fund	\$192,301.65	\$630.00	\$321,089.00	\$0.00	\$158,655.10	\$29,867.75
 Rainy Day Fund	 \$304,829.02	 \$0.00	 \$0.00	 \$0.00	 \$2,486.13	 \$307,315.15
Includes Investments of: \$275,000.00						
State Technology Fund Grant Fund	\$11,472.00	\$1,271.13	\$11,472.00	\$0.00	\$0.00	\$0.00
Capital Projects Fund	\$1,251,180.16	\$0.00	\$0.00	\$4,524.07	\$11,119.28	\$1,262,299.44
Includes Investments of: \$1,225,000.00						
Host/Hospitality Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levy Excess Fund	\$15,295.30	\$0.00	\$15,295.30	\$0.00	\$30,082.00	\$30,082.00
Sales Tax	\$71.40	\$0.00	\$72.28	\$4.87	\$106.27	\$105.39
Construction Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00
Insurance Refund Fund	\$0.00	\$92.02	\$92.02	\$92.02	\$92.02	\$0.00
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$7,937.46	\$63,811.87	\$7,937.46	\$63,811.87	\$0.00
FICA Tax Collected	\$0.00	\$7,291.54	\$57,088.93	\$7,298.59	\$57,095.98	\$7.05
State Tax Collected	\$3,474.60	\$3,181.10	\$26,582.91	\$3,360.40	\$26,468.66	\$3,360.35
County Tax Collected	\$2,652.08	\$2,527.88	\$20,935.05	\$2,692.15	\$20,975.17	\$2,692.20
Deferred Comp.	\$0.00	\$3,072.40	\$24,456.80	\$3,072.40	\$24,456.80	\$0.00
#125 Pre-tax Plan	\$0.00	\$3,657.70	\$26,573.74	\$3,653.61	\$26,568.28	(\$5.46)
Employee Life Insur.	\$0.00	\$197.04	\$1,153.16	\$197.78	\$1,155.70	\$2.54
Employee INPRS	\$0.00	\$2,893.92	\$21,718.05	\$2,893.92	\$21,718.09	\$0.04
Garnishments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Credit Union	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EIC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL ALL FUNDS.....	\$2,678,218.48	\$202,710.77	\$1,972,742.06	\$109,273.76	\$1,709,946.85	\$2,415,423.27

Bank Balances***Jasper County Public Library******Report as of: 8/31/13***

<i>Bank</i>		
1	Alliance Bank	\$900,977.50
2	Demotte State Bank	\$6,736.40
4	PNC Bank	\$7,439.37
5	Cash On Hand	\$270.00
6	Kentland Bank CD#400043192	\$0.00
7	Kentland Bank CD#400043546	\$725,000.00
8	Kentland Bank CD#400043547	\$275,000.00
9	Kentland Bank CD#400043306	\$0.00
10	Kentland Bank CD#400043193	\$0.00
11	Kentland Bank CD#400043559	\$500,000.00
<i>Total all banks =</i>		<i>\$2,415,423.27</i>

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

OPEN INVESTMENTS:

<u>Renewal Date</u>	<u>CD #</u>	<u>Issued By</u>	<u>Terms</u>	<u>Principal</u>	<u>%-Interest</u>	<u>Account</u>	<u>Purchase Date</u>	<u>Interest Earned</u>	<u>Comments</u>
6/18/14	400043546	Kentland Bank	12 mon	\$ 725,000.00	0.580%	CPF	6/18/13		
6/18/14	400043547	Kentland Bank	12 mon	\$ 275,000.00	0.580%	Rainy Day	6/18/13		
8/14/14	400043559	Kentland Bank	12 mon	\$ 500,000.00	0.580%	CPF	8/14/13		

CLOSED INVESTMENTS:

6/14/13	400043192	Kentland Bank	12 mon	\$ 725,000.00	0.90%	CPF	6/14/12	6554.37	
6/14/13	400043193	Kentland Bank	12 mon	\$ 275,000.00	0.90%	Rainy Day	6/14/12	2486.13	
8/10/13	400043306	Kentland Bank	12 mon	\$500,000.00	0.90%	CPF	8/10/12	4520.25	

TOTAL INTEREST EARNED:	\$13,560.75
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Appropriation Report for**100 OPERATING FUND****Jasper County Public Library****Report Date: From 8/1/13 To 8/31/13**

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
1. Personal Services							
1.11 SALARY OF LIBRARIAN	\$61,818.00	\$0.00	\$61,818.00	\$5,151.46	\$41,136.28	\$20,681.72	66.5
1.12 SALARY OF ASSISTANTS	\$1,044,764.00	\$0.00	\$1,044,764.00	\$88,520.28	\$690,618.71	\$354,145.29	66.1
1.13 WAGES OF JANITORS	\$67,047.00	\$0.00	\$67,047.00	\$5,170.30	\$40,566.77	\$26,480.23	60.5
1.21 EMPLOYER'S SHARE-FICA	\$89,783.00	\$0.00	\$89,783.00	\$7,291.52	\$57,088.64	\$32,694.36	63.6
1.22 UNEMPLOYMENT COMPENSATION	\$3,329.00	\$0.00	\$3,329.00	\$0.00	\$3,121.59	\$207.41	93.8
1.23 EMPLOYER'S CONTRIB.- PERF	\$89,783.00	\$0.00	\$89,783.00	\$7,640.73	\$59,704.76	\$30,078.24	66.5
1.24 EMPLOYER'S CONTRIB.- INS.	\$112,764.00	\$0.00	\$112,764.00	\$9,409.07	\$72,395.72	\$40,368.28	64.2
Subtotal	\$1,469,288.00		\$1,469,288.00	\$123,183.36	\$964,632.47	\$504,655.53	65.7
2. Supplies							
2.11 OFFICIAL RECORDS	\$600.00	\$0.00	\$600.00	\$0.00	\$0.00	\$600.00	0.0
2.12 STATIONERY AND PRINTING	\$450.00	\$0.00	\$450.00	\$0.00	\$0.00	\$450.00	0.0
2.13 OTHER OFFICE SUPPLIES	\$8,000.00	\$0.00	\$8,000.00	\$345.78	\$3,350.86	\$4,649.14	41.9
2.21 CLEANING & SANITATION SUPPLIES	\$6,500.00	\$0.00	\$6,500.00	\$58.42	\$3,035.02	\$3,464.98	46.7
2.23 OTHER OPERATING SUPPLIES	\$8,000.00	\$0.00	\$8,000.00	\$422.09	\$4,121.11	\$3,878.89	51.5
2.31 BUILDING MATERIALS & SUPPLIES	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$3.79	\$2,496.21	0.2
2.32 PAINT AND PAINTING SUPPLIES	\$200.00	\$0.00	\$200.00	\$0.00	\$90.74	\$109.26	45.4
2.33 REPAIR PARTS	\$3,000.00	\$0.00	\$3,000.00	\$40.73	\$720.58	\$2,279.42	24.0

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
2.41 LIBRARY SUPPLIES	\$14,790.00	\$0.00	\$14,790.00	\$1,953.18	\$7,543.64	\$7,246.36	51.0
2.42 MARKETING SUPPLIES	\$50.00	\$0.00	\$50.00	\$0.00	\$0.00	\$50.00	0.0
Subtotal	\$44,090.00		\$44,090.00	\$2,820.20	\$18,865.74	\$25,224.26	42.8
<i>3. Other Services and Charges</i>							
3.13 LEGAL SERVICES	\$5,000.00	\$0.00	\$5,000.00	\$350.00	\$1,437.25	\$3,562.75	28.7
3.14 OTHER PROFESSIONAL SERVICES	\$13,000.00	\$0.00	\$13,000.00	\$3,351.36	\$7,013.38	\$5,986.62	53.9
3.145 DATABASES & LICENSING SERVICES	\$20,795.00	\$0.00	\$20,795.00	\$6,570.05	\$15,984.97	\$4,810.03	76.9
3.146 E-BOOKS SERVICES	\$12,300.00	\$0.00	\$12,300.00	\$0.00	\$3,000.00	\$9,300.00	24.4
3.21 TELEPHONE	\$4,200.00	\$0.00	\$4,200.00	\$220.32	\$1,618.22	\$2,581.78	38.5
3.22 POSTAGE	\$3,200.00	\$0.00	\$3,200.00	\$0.00	\$883.62	\$2,316.38	27.6
3.23 MILEAGE	\$20,000.00	\$0.00	\$20,000.00	\$1,720.39	\$9,975.82	\$10,024.18	49.9
3.24 PROFESSIONAL MEETINGS	\$7,000.00	\$0.00	\$7,000.00	\$940.51	\$2,772.12	\$4,227.88	39.6
3.25 FREIGHT	\$1,500.00	\$0.00	\$1,500.00	\$316.77	\$1,398.29	\$101.71	93.2
3.26 NETWORKING	\$59,540.00	\$0.00	\$59,540.00	\$189.87	\$189.87	\$59,350.13	0.3
3.31 ADVERTISING & PUBLIC NOTICES	\$800.00	\$0.00	\$800.00	\$0.00	\$75.96	\$724.04	9.5
3.33 MARKETING ADVERTISING	\$1,500.00	\$0.00	\$1,500.00	\$40.00	\$1,051.56	\$448.44	70.1
3.41 OFFICIAL BONDS	\$250.00	\$0.00	\$250.00	\$0.00	\$200.00	\$50.00	80.0
3.42 OTHER INSURANCE	\$27,500.00	\$0.00	\$27,500.00	\$741.00	\$18,183.18	\$9,316.82	66.1
3.51 GAS	\$30,000.00	\$0.00	\$30,000.00	\$327.51	\$13,297.49	\$16,702.51	44.3
3.52 ELECTRICITY	\$85,000.00	\$0.00	\$85,000.00	\$7,223.89	\$52,954.30	\$32,045.70	62.3
3.53 WATER	\$2,000.00	\$0.00	\$2,000.00	\$108.55	\$1,092.40	\$907.60	54.6
3.54 WASTE DISPOSAL SERVICES	\$5,700.00	\$0.00	\$5,700.00	\$441.44	\$3,496.68	\$2,203.32	61.3
3.61 BUILDING & STRUCTURES	\$58,920.00	\$0.00	\$58,920.00	\$2,564.13	\$28,767.41	\$30,152.59	48.8

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
3.62 EQUIPMENT REPAIRS	\$880.00	\$0.00	\$880.00	\$0.00	\$725.17	\$154.83	82.4
3.72 EQUIPMENT RENTALS	\$650.00	\$0.00	\$650.00	\$9.95	\$484.60	\$165.40	74.6
3.91 DUES	\$2,800.00	\$0.00	\$2,800.00	\$32.00	\$440.50	\$2,359.50	15.7
3.93 TAXES & ASSESSMENTS	\$325.00	\$0.00	\$325.00	\$0.00	\$349.44	(\$24.44)	107.5
3.94 TRANSFER TO LIRF	\$120,000.00	\$0.00	\$120,000.00	\$0.00	\$0.00	\$120,000.00	0.0
3.95 BOOK REIMBURSEMENT	\$500.00	\$179.48	\$679.48	\$24.99	\$246.09	\$433.39	36.2
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$120.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$106,745.00	\$0.00	\$106,745.00	\$2,163.78	\$73,634.38	\$33,110.62	69.0
Subtotal	\$590,225.00	\$179.48	\$590,404.48	\$27,336.51	\$239,272.70	\$351,131.78	40.5
<i>4. Capital Outlays</i>							
4.4 FURNITURE & EQUIPMENT	\$39,255.00	\$0.00	\$39,255.00	\$0.00	\$5,452.49	\$33,802.51	13.9
4.51 BOOKS	\$150,000.00	\$0.00	\$150,000.00	\$14,169.76	\$81,336.24	\$68,663.76	54.2
4.52 PERIODICALS & NEWSPAPERS	\$25,000.00	\$0.00	\$25,000.00	\$0.00	\$12,461.28	\$12,538.72	49.8
4.53 NONPRINTED MATERIALS	\$56,913.00	\$0.00	\$56,913.00	\$1,945.39	\$22,424.21	\$34,488.79	39.4
Subtotal	\$271,168.00		\$271,168.00	\$16,115.15	\$121,674.22	\$149,493.78	44.9
Grand Total	\$2,374,771.00	\$179.48	\$2,374,950.48	\$169,455.22	\$1,344,445.13	\$1,030,505.35	56.6

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Appropriation Report for 120.03 RENS/DEM & WHTFLD BIRF

Jasper County Public Library

Report Date: From 8/1/13 To 8/31/13

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
3. Other Services and Charges							
3.14 OTHER PROFESSIONAL SERVICES	\$630.00	\$0.00	\$630.00	\$630.00	\$630.00	\$0.00	100.0
3.81 PAYMENT OF BONDS	\$255,000.00	\$0.00	\$255,000.00	\$0.00	\$255,000.00	\$0.00	100.0
3.82 INTEREST-BONDS	\$62,780.00	\$0.00	\$62,780.00	\$0.00	\$62,780.00	\$0.00	100.0
Subtotal	\$318,410.00		\$318,410.00	\$630.00	\$318,410.00	\$0.00	100.0
Grand Total	\$318,410.00	\$0.00	\$318,410.00	\$630.00	\$318,410.00	\$0.00	100.0

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Appropriation Report for

155 STATE TECHN.FUND GRANT

*Jasper County Public Library**Report Date: From 8/1/13 To 8/31/13*

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
<i>3. Other Services and Charges</i>							
3.26 NETWORKING	\$0.00	\$0.00	\$0.00	\$1,271.13	\$11,472.00	(\$11,472.00)	0.0
Subtotal	\$0.00		\$0.00	\$1,271.13	\$11,472.00	(\$11,472.00)	0.0
Grand Total	\$0.00	\$0.00	\$0.00	\$1,271.13	\$11,472.00	(\$11,472.00)	0.0

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Appropriation Report for**195 INSURANCE REFUND FUND*****Jasper County Public Library******Report Date: From 8/1/13 To 8/31/13***

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
<i>1. Personal Services</i>							
1.32 INSURANCE REFUND	\$0.00	\$0.00	\$0.00	\$92.02	\$92.02	(\$92.02)	0.0
Subtotal	\$0.00		\$0.00	\$92.02	\$92.02	(\$92.02)	0.0
Grand Total	\$0.00	\$0.00	\$0.00	\$92.02	\$92.02	(\$92.02)	0.0

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Voucher List
Jasper County Public Library

Report Date: From 8/1/13 To 8/31/13

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	612	JASPER COUNTY PUBLIC LIB	8/2/13	Insurance Rebate Transfer	\$92.02
0	613	PAYROLL	8/12/13	MLR Insurance Rebate	\$92.02
0	614	PAYROLL	8/9/13	PAYROLL	\$50,492.69
0	615	BILL HROMADA	8/9/13	Courier Mileage 7/23/13 to 7/31/13 (Conf. #30)	\$245.21
0	616	DENISE HAVENS	8/9/13	Substitute Courier Mileage 7/16/13 to 7/22/13 (Conf. #29)	\$175.15
0	617	GREAT-WEST RETIREMENT S	8/9/13	Annuity Withheld 8/9/13 payroll (Conf. #31)	\$1,536.20
0	618	INDIANA DEPARTMENT OF RE	8/9/13	EFT-State & County Taxes w/held July 2013 Payrolls, Ref #71670	\$5,708.98
0	619	INPRS fbo PERF	8/9/13	8/09/13 Payroll Contributions	\$5,418.00
0	620	IRS USA TAXPAYMENT	8/9/13	EFT-Fica Federal Taxes W/held 8/09/13 Ref. #11817277	\$11,583.02
32384	621	AARON'S LAWN CARE	8/12/13	DeM, Rens, Wh: Mowing, trimming, edging 7/1-7/23/13	\$1,040.00
32385	622	ACE HARDWARE	8/12/13	Sargent Keys	\$21.96
32386	623	ALLIED WASTE SERVICES #71	8/12/13	Wh: Trash Service- August	\$54.88
32387	624	ALLSOURCE TELECOM, LLC	8/12/13	Wh: Phones not ringing properly, made programming changes to phone system	\$110.00
32388	625	AMERICAN LIB. ASSN.	8/12/13	Posters	\$41.00
32389	626	ANTHEM BLUE CROSS BLUE	8/12/13	Health premiums August, 19 employees	\$11,883.72
32390	627	ANTHEM LIFE	8/12/13	Life Insurance premiums, August	\$67.14
32391	628	BAKER & TAYLOR ENTERTAIN	8/12/13	DVDs	\$143.30
32392	629	BAKER & TAYLOR	8/12/13	Books, Continuations, AV, Auto. Yours, B&T user licenses	\$16,547.63
32393	630	BANK OF NEW YORK MELLON	8/12/13	Administrative Fee for 2004 Bond- July 1, 2012- June 30, 2013	\$630.00
32394	631	BIERMA HARDWARE, INC.	8/12/13	Screws, blank cover, lightbulbs, mounting tape	\$16.16
32395	632	CARDINAL OFFICE PRODUCT	8/12/13	DeM: Quarterly maintenance agreement on work room copier	\$439.98
32396	633	CAREERTRACK	8/12/13	HR Workshop- 2 people	\$298.00
32397	634	CENTER POINT PUBLISHING	8/12/13	Books	\$100.28
32398	635	CENTURYLINK	8/12/13	Rens: Local Phone & Fax Service- August 2013	\$144.28
32399	636	CENTURYLINK	8/12/13	Long Distance Phone Service- July 2013	\$20.44
32400	637	CULLIGAN WATER CONDITIO	8/12/13	Wh: Water Cooler Rental- August 2013	\$9.95
32401	638	DAVIDSON TITLES INC.	8/12/13	Books	\$2,226.94
32402	639	DEBORAH KRISTOFF	8/12/13	Mileage 7/26/13: Circulation Counterparts Meeting	\$12.43
32403	640	DELTA DENTAL	8/12/13	Dental Ins. Premiums, August, 19 employees	\$531.10
32404	641	DEPARTMENT OF HOMELAND	8/12/13	Boiler Inspection	\$75.00
32405	642	DIANA KOOY	8/12/13	Mileage 1/16-7/23/13: Take water samples, Librarian's Council Meeting, Management Meeting, Branch Manager's Counterparts Meeting, B2B Meeting	\$133.91
32406	643	ENA SERVICES LLC	8/12/13	Internet service for July 2013	\$1,461.00
32407	644	BRENDA THOMPSON	8/12/13	Mileage 1/29-7/15/13: Book Vendor Visit, Jasper Foundation Meeting, Management Meeting, 8th Grade Visits, Jasper Foundation Grant Dinner, Storytime at the Fair, Summer Reading Party supplies	\$137.39
32408	645	GALE/CENGAGE LEARNING	8/12/13	Legal Forms Database Subscription 5/1/13-4/30/14	\$2,735.05
32409	646	HAINES & COMPANY, INC.	8/12/13	Continuations	\$355.50
32410	647	HAMSTRA BUILDERS, INC.	8/12/13	Wh: Condensing unit frozen and leaking. Turned unit off to thaw. Added freon and recharged.	\$211.00
32411	648	HERITAGE OFFICE PRODUCT	8/12/13	Two nametags: Rachael, Benjamin	\$23.00
32412	649	INDIANA INSURANCE COMPA	8/12/13	Worker's Comp Insurance due from 2012 Audit	\$741.00
32413	650	INDIANA LIBRARY FEDERATIO	8/12/13	2013 CYPD Conference- K. Hausenfleck, J. Jones	\$550.00
32414	651	INDIANA STATE LIBRARY	8/12/13	Inter-Library Loan Delivery Service: July 2013-June 2014	\$250.00
32415	652	JAMES M. VAUGHN	8/12/13	Book	\$134.75

Printed on Wednesday, September 04, 2013

Page 1 of 3

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
32416	653	JAMIE JONES	8/12/13	Summer Reading Supplies & Prizes	\$17.36
32417	654	KAPCO	8/12/13	Easy Bind repair tape, Kapbond book repair glue, label protectors	\$60.15
32418	655	KIRBY RISK CORPORATION	8/12/13	Lightbulbs	\$388.06
32419	656	KONE, INC.	8/12/13	DeM: Elevator maintenance agreement 3rd quarter 2013	\$381.93
32420	657	KRISTIN HOPPER	8/12/13	Reimbursement for lost item previously paid for.	\$6.99
32421	658	LINDA POORTENGA	8/12/13	Mileage 7/19-8/1/13: B2B Meeting, Digipalooza Conference, Bank Deposits	\$413.24
32422	659	MIDWEST TAPE	8/12/13	DVDs	\$16.26
32423	660	MOHLER ARCHITECTS, P.C.	8/12/13	DeM: Concrete floor investigation; Rens: roof inspection	\$3,246.00
32424	661	NANETTE SPEACHT	8/12/13	Mileage 1/22-7/26/13: Reader's Advisory Meeting, Circulation Counterparts Meeting	\$33.90
32425	662	NETWISE RESOURCES LLC	8/12/13	Rens & Wh staff copiers service agreement quarterly	\$897.84
32426	663	NIPSCO	8/12/13	Wh: Gas & Electric Service 7/3-8/2-13	\$2,222.25
32427	664	OFFICE DEPOT	8/12/13	Labeler tape, report covers, correction tape, construction paper, caution tape, filament tape,	\$103.14
32428	665	PATTY STRINGFELLOW	8/12/13	Mileage 7/18/13: Meet with architect	\$24.86
32429	666	PRECISION CONTROL SYSTE	8/12/13	DeM: Smell of gas in boiler room, inspected, no leaks found, slight odor coming from interior of boiler when off, went away after a few minutes; VAV#15 had leak in ceiling, replaced gasket & refilled system, no leaks, replaced ceiling tiles	\$430.28
32430	667	QUILL CORPORATION	8/12/13	Filament tape, 3-hole punch, ink cartridges, ledger size copy paper, ink toner, trash bags	\$264.56
32431	668	RACHAEL CAVINDER	8/12/13	Mileage 7/8-7/16/13: pickup Summer Reading Party supplies, Storytime at the Fair	\$37.29
32432	669	RAYANN GILMORE	8/12/13	Mileage 5/14-8/2/13: Bank Deposits, Post Office, Heritage Office Products, Deliver Board Packets, Walmart (cleaning supplies)	\$22.54
32433	670	RENSELAER ROTARY CLUB	8/12/13	May & June dues and meals	\$96.00
32434	671	SUNRISE PACKAGING INC.	8/12/13	Audiobook cases	\$333.60
32435	672	TANGLEWOOD PRESS	8/12/13	Books	\$404.00
32436	673	TEI LANDMARK AUDIO	8/12/13	Audiobook stickers	\$44.30
32437	674	THOMSON REUTERS - WEST	8/12/13	Continuations	\$194.00
32438	675	TOWN OF DEMOTTE	8/12/13	DeM: sewer-July	\$71.90
32439	676	TOWN OF WHEATFIELD	8/12/13	Wh: sewer- August	\$56.65
32440	677	TRUGREEN PROCESSING CE	8/12/13	DeM: Tree/shrub service; Wh: Weed control, lawn fertilization, grub control	\$560.35
32441	678	VISION SERVICE PLAN- (IN)	8/12/13	Vision Premium, 18 employees August 2013	\$192.41
32442	679	WAL-MART COMMUNITY/GEC	8/12/13	Summer Reading supplies, Storytime supplies, Children's supplies, Slime the Librarian program supplies, Books for Bucks program supplies, Cleaning supplies, DVDs, Tuesday Movie program supplies	\$410.24
32443	680	WASTE MANAGEMENT	8/12/13	DeM: Trash Pick-up, August	\$70.76
32444	681	WHEATFIELD CHAMBER OF C	8/12/13	Sandhill Crane Festival 10x10 Booth, Sep 21, 2013	\$40.00
32445	682	YVONNE DEL VECCHIO	8/12/13	Mileage 5/1-6/28/13: Walking Books, Book Club, Deliver Community Connections, Pinterest Meeting	\$78.03
32407	683	BRENDA THOMPSON	8/12/13	Void Voucher #644, Check #32407	(\$137.39)
32446	684	BUSINESS CARD	8/12/13	Digipalooza expenses, Books for Bucks expenses, Volunteer Party expenses, YA Summer Reading Party expenses, Children's supplies, B2B expenses, Books	\$395.19
32447	685	DEMCO	8/12/13	Book tape, labels, label protectors	\$513.16
32448	686	DUMAS & MAHNESMITH P.C.	8/12/13	Legal Assistance- Sage Contract	\$350.00
32449	687	EMILY DURAN	8/12/13	Mileage 8/8/13: AV Shopping	\$24.86
32450	688	EVELYN BRISTOL	8/12/13	Mileage 1/29-7/15/13: Book Vendor Visit, Jasper Foundation Meeting, Management Meeting, 8th Grade Visits, Jasper Foundation Grant Dinner, Storytime at the Fair; Summer Reading Party supplies	\$137.39

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
32451	689	HAMSTRA BUILDERS, INC.	8/12/13	Wh: Inspected humidity problems and adjusted fan speed on A/C unit	\$137.50
32452	690	KOLORTECH, INC.	8/12/13	Lightbulbs	\$36.64
32453	691	LINDA POORTENGA	8/12/13	Digipalooza expenses	\$21.20
32454	692	MELISSA J. WIDNER	8/12/13	Reimbursement for lost book previously paid for.	\$18.00
32455	693	MIDWEST TAPE	8/12/13	Audiobook sleeves	\$425.99
32456	694	MOTION PICTURE LICENSING	8/12/13	Rens: Movie License 10/1/13-10/1/14	\$105.36
32457	695	NIPSCO	8/12/13	DeM: Gas & Electric Service 7/9-8/7/13	\$2,439.28
32458	696	OFFICE DEPOT	8/12/13	Yellow copy paper, double-stick tape	\$56.62
32459	697	QUILL CORPORATION	8/12/13	Labels, ArtKraft paper rolls	\$228.23
32460	698	UNIQUE MANAGEMENT SERVI	8/12/13	Collections: Initial/Secondary Placements- July	\$157.23
0	699	JASPER COUNTY PUBLIC LIB	8/13/13	CD# 400043306 Matured	\$500,000.00
32461	700	JASPER COUNTY PUBLIC LIB	8/14/13	To Purchase CD#400043559 for 365 days.	\$500,000.00
0	701	PAYROLL	8/23/13	PAYROLL	\$48,349.35
0	702	AFLAC	8/23/13	Supplemental Ins - August 2013 (Conf #37)	\$589.44
0	703	BILL HROMADA	8/23/13	Courier Mileage 8/19/13 to 8/23/13 (Conf. #34)	\$385.33
0	704	CENTURYLINK	8/23/13	WH: Local Fax Service 8/7/13 to 9/6/13 (Conf #33)	\$14.13
0	705	CENTURYLINK	8/23/13	WH: Local Phone Service 8/7/13 to 9/6/13 (Conf #32)	\$41.47
0	706	CITY OF RENSSELAER	8/23/13	Rensselaer: Utilities 7/10/13 - 8/8/13	\$3,185.67
0	707	GREAT-WEST RETIREMENT S	8/23/13	Annuity Withheld 8/23/13 payroll (Conf. #36)	\$1,536.20
0	708	INPRS fbo PERF	8/23/13	8/23/13 Payroll Contributions	\$5,116.65
0	709	IRS USA TAXPAYMENT	8/23/13	EFT-Fica Federal Taxes W/held 8/23/13 Ref. #55921729	\$10,937.50
0	710	ALLIANCE BANK	8/23/13	Direct Deposit Fees July 2013	\$36.80
Total Amount of Claims					\$1,202,710.77

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Wednesday, September 04, 2013

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$1,202,710.77

Date this 9th day of September, 2013.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

JASPER COUNTY PUBLIC LIBRARY
Receipt Breakdown
August 31, 2013

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
FINES & FEES:			\$2,557.15	\$22,087.75
DeMotte	\$801.96	\$6,867.11		
Rensselaer	\$1,145.09	\$9,528.26		
Wheatfield	\$610.10	\$5,692.38		
PHOTOCOPIES:			\$779.21	\$6,565.79
DeMotte	\$255.70	\$2,524.85		
Rensselaer	\$325.41	\$2,523.09		
Wheatfield	\$198.10	\$1,517.85		
INTEREST (Checking, Repurchase, CDs):.....			\$83.92	\$600.00
TAXES:			\$69,702.27	\$1,205,386.41
Property Tax	\$0.00	\$589,971.02		
LOIT	\$17,903.58	\$143,228.65		
License Excise Tax	\$0.00	\$49,857.98		
Financial Institution Tax	\$0.00	\$1,233.91		
CVET(Commercial Vehicle Excise)	\$0.00	\$6,705.33		
Local Option/Certified Shares	\$42,698.46	\$341,587.68		
Local Option/Property Tax Repl.	\$9,100.23	\$72,801.84		
TAXABLE SALES:.....			\$19.50	\$105.26
REFUNDS:			\$50.01	\$19,776.11
Rebates/Refund	\$0.00	\$2,626.76		
Insurance Claims/Reimbursements	\$0.00	\$0.00		
Meeting Room Rental	\$50.00	\$1,200.00		
Reimbursement	\$0.00	\$0.00		
Fixed Asset Sales	\$0.00	\$450.00		
Miscellaneous Receipts	\$0.01	\$204.05		
Interfund Transfer	\$0.00	\$15,295.30		
TOTAL OPERATING FUND RECEIPTS.....			\$73,192.06	\$1,254,521.32
PLAC FUND:.....			\$0.00	\$50.00
GIFT FUNDS:			\$320.00	\$10,326.26
DeMotte	\$220.00	\$2,854.51		
Rensselaer	\$100.00	\$4,766.20		
Wheatfield	\$0.00	\$2,705.55		
LIB. IMPROV. RESERVE FUND:			\$34.43	\$257.92
Interest Earned	\$34.43	\$257.92		
Transfer from OPERATING	\$0.00	\$0.00		
BOND & INTEREST REDEMPTION FUND:		\$158,655.10	\$0.00	\$158,655.10
Property Tax	\$0.00	\$146,659.46		
License Excise Tax	\$0.00	\$10,347.88		
Financial Institution Tax	\$0.00	\$256.09		
CVET(Commercial Vehicle Excise)	\$0.00	\$1,391.67		
Interfund Transfer	\$0.00	\$0.00		
RAINY DAY FUND:		\$2,486.13	\$0.00	\$2,486.13
Special CAGIT Distribution	\$0.00	\$0.00		
Interest Earned	\$0.00	\$2,486.13		
STATE TECHNOLOGY FUND GRANT FUND:-.....		\$0.00	\$0.00	\$0.00
CAPITAL PROJECTS FUND:			\$4,524.07	\$11,119.28
Interest Earned	\$4,524.07	\$11,119.28		
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Interfund Transfer	\$0.00	\$0.00		
HOST/HOSPITALITY FUND:.....			\$0.00	\$0.00
LEVY EXCESS FUND:.....			\$0.00	\$30,082.00
SALES TAX:.....			\$4.87	\$106.27
CASH CHANGE FUND			\$0.00	\$0.00
INSURANCE REFUND FUND:			\$92.02	\$92.02
Interfund Transfer	\$92.02	\$92.02		
SUB-TOTAL (page 1).....			\$78,167.45	\$1,467,696.30

WITHHOLDING ACCOUNT FUNDS:

FIT Tax Collected	\$7,937.46	\$63,811.87
FICA Collected	\$7,298.59	\$57,095.98
State Tax Collected	\$3,360.40	\$26,468.66
County Tax Collected	\$2,692.15	\$20,975.17
Deferred Comp Plan	\$3,072.40	\$24,456.80
Pre-tax Insurance Plans	\$3,653.61	\$26,568.28
Life Insurance	\$197.78	\$1,155.70
INPRS	\$2,893.92	\$21,718.09
Garnishments	\$0.00	\$0.00
Credit Union	\$0.00	\$0.00

\$31,106.31

\$242,250.55

TOTAL RECEIPTS - ALL FUNDS.....**\$109,273.76****\$1,709,946.85**

Voucher List**Jasper County Public Library****Report Date: From 9/1/13 To 9/9/13**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
32462	711	AARON'S LAWN CARE	9/9/13	DeM, Rens, Wh: Mowing and edging 7/29-8/27/13	\$810.00
32463	712	ALLIED WASTE SERVICES #71	9/9/13	Wh: Trash Service- September	\$54.88
32464	713	AMERICAN LIB. ASSN.	9/9/13	Poster	\$27.00
32465	714	A.M. Best Company, Inc.	9/9/13	Continuations	\$166.95
32466	715	ANTHEM BLUE CROSS BLUE	9/9/13	Health premiums September, 19 employees	\$11,883.72
32467	716	ANTHEM LIFE	9/9/13	Life Insurance premiums, September	\$95.94
32468	717	BRENDA THOMPSON	9/9/13	Mileage 8/14-8/28/13: B2B, Management Meeting, SDD Planning	\$98.88
32469	718	CARRIAGE PAPER PRODUCT	9/9/13	Receipt printer ribbons, thermal paper rolls,	\$310.64
32470	719	CENTURION HOLDINGS, LLC	9/9/13	Smart Shield licenses & annual maintenance	\$200.80
32471	720	CIRCLE R ELECTRIC, INC.	9/9/13	Wh: Change ballast in emergency light, replace 3 bulbs in exterior lights	\$174.00
32472	721	CULLIGAN WATER CONDITIO	9/9/13	Wh: Water Cooler Rental-September; 5 gallon drinking water-6	\$52.45
32473	722	D & S COMPUTER SERVICES	9/9/13	Hosting 3rd quarter 2013	\$120.00
32474	723	DELTA DENTAL	9/9/13	Dental Ins. Premiums, September, 18 employees	\$477.78
32475	724	DEMCO	9/9/13	Book cart, tape, desk organizer	\$619.52
32476	725	DONNA BARKO	9/9/13	Mileage 7/3-8/29/13: Deposits, Post Office	\$21.47
32477	726	EBSCO Accounts Receivable	9/9/13	Novelist Online Subscription, 10/1/13-9/30/14	\$2,520.00
32478	727	ENA SERVICES LLC	9/9/13	Internet service for August 2013	\$1,461.00
32479	728	FLEX-PAC INC	9/9/13	Paper towels, toilet bowl cleaner, hand soap, trash bags	\$289.78
32480	729	HP PRODUCTS	9/9/13	Gloves, glass cleaner	\$80.72
32481	730	JOHN HENSLEY	9/9/13	DeM & Rens: Sealing and striping of parking lot	\$3,289.28
32482	731	JAMES R. LITTLE	9/9/13	Wire nuts	\$5.19
32483	732	JEAN LAMBERT	9/9/13	Mileage 4/16-8/13/13: Drop off recycling, pick up cleaning supplies	\$11.87
32484	733	KOLORTECH, INC.	9/9/13	Fluorescent bulbs	\$89.70
32485	734	LINDA POORTENGA	9/9/13	Mileage 8/7-8/16/13: Librarian's Council Meeting, B2B Meeting and Delivery	\$166.39
32486	735	MARILYN HART	9/9/13	Reimbursement for lost item previously paid for.	\$14.99
32487	736	PRECISION CONTROL SYSTE	9/9/13	Rens: Small gas leak at pilot gas supply tube, tightened compression nut and rechecked, no leak, checked gas pressure; DeM: No cooling in library, found 300 amp circuit breaker tripped, Ohm Compressor #1 found grounded, rewire unit to have stage #2 become #1, run stage #2 to cool building, power extremely bad, power surged 7 times in 5 minutes while check air handler, compressor #2 shorted out, no cooling available	\$1,628.50
32488	737	PROQUEST LLC	9/9/13	Microfilm of Rens Republican (1/1-4/30/13)	\$77.87
32489	738	QUILL CORPORATION	9/9/13	Facial tissues, gloves, fax ribbon, envelopes, toner, canned air, orange paper roll	\$492.69
32490	739	RACHAEL CAVINDER	9/9/13	Mileage 8/8-8/15/13: AV Shopping, Management Meeting	\$52.55
32491	740	RAYANN GILMORE	9/9/13	Spindle to fix doorknob; Mileage 8/7-8/27/13: Deliver Board Packets, New Employee Orientation, Deposits, Post Office	\$88.89
32492	741	ROEING CORP.	9/9/13	Tech Maintenance Support - 4th Installment 2013; 3 Wireless routers	\$7,794.00
32493	742	SVT, LLC	9/9/13	Management Meeting expenses	\$15.23
32494	743	TOWN OF DEMOTTE	9/9/13	DeM: sewer-August	\$71.90
32495	744	TRUGREEN PROCESSING CE	9/9/13	DeM: Tree/shrub service; Wh: Lawn fertilization	\$194.95
32496	745	VISION SERVICE PLAN- (IN)	9/9/13	Vision Premium, 18 employees September 2013	\$192.41
32497	746	WAL-MART COMMUNITY/GEC	9/9/13	Children's supplies, books, fish tank supplies, wipes, batteries, DVDs, CDs, cleaning supplies	\$2,613.00

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
32498	747	WASTE MANAGEMENT	9/9/13	DeM: Trash Pick-up, September	\$70.76
32499	748	WILLIAM MESSMAN	9/9/13	Reimbursement for lost item previously paid for.	\$5.99
32500	749	YVONNE DEL VECCHIO	9/9/13	Mileage 7/3-8/29/13: Walking Books, Book Club, Deliver Community Connection	\$45.09
32501	756	BAKER & TAYLOR ENTERTAIN	9/9/13	DVDs	\$239.98
32502	757	BAKER & TAYLOR	9/9/13	Books, Continuations, AV, Auto. Yours, B&T user licenses	\$12,263.51
32503	758	BOOKPAGE	9/9/13	Bookpage subscription, Oct 2013-Sep2014	\$480.00
32504	759	BUSINESS CARD	9/9/13	Digipalooza expenses, DVDs, CDs, Books, Children's supplies, Leappads, Teen supplies, CYPD expenses, Windows licenses, Domain Name renewals, AV Shopping expenses	\$6,625.29
32505	760	CENTURYLINK	9/9/13	Rens: Local Phone & Fax Service- September 2013	\$393.26
32506	761	CHICAGO TRIBUNE	9/9/13	DeM: Newspaper subscription 9/9/13-3/9/14 (everyday)	\$259.74
32507	762	DIANA KOOY	9/9/13	Book	\$50.00
32508	763	DUMAS & MAHNESMITH P.C.	9/9/13	Legal Assistance- Rensselaer Roof Project	\$262.50
32509	764	JASPER COUNTY HOSPITAL	9/9/13	Water Testing	\$40.00
32510	765	MIDWEST TAPE	9/9/13	DVDs	\$152.35
32511	766	NIPSCO	9/9/13	DeM: Gas & Electric Service 8/7/-9/5/13; Wh: Gas & Electric Service 8/2-9/3/13	\$5,313.97
32512	767	OFFICE DEPOT	9/9/13	Electric stapler, toner, envelopes, chair mat	\$290.72
32513	768	QUILL CORPORATION	9/9/13	Paper towel rolls, facial tissues	\$93.94
32514	769	TOWN OF WHEATFIELD	9/9/13	Wh: sewer- September	\$56.65
32515	770	UNIQUE MANAGEMENT SERVI	9/9/13	Collections: Initial/Secondary Placements- August	\$152.15
32516	771	USA TODAY	9/9/13	Wh: Newspaper Subscription 9/3/13-9/30/14	\$293.10
Total Amount of Claims					\$63,353.94

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, September 09, 2013

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 2 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$63,353.94

Date this 9th day of September, 20 13.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

OCTOBER

**Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, October 14, 2013, 6pm
Rensselaer Public Library**

Opening of Meeting

Moment of Silence

Approval of Consent Agenda & Consent Agenda Items

Action

Minutes of September Board Meeting
Bills/Financial Reports
Policy Review

General Business

Rensselaer Library	
– Specifications for Re-Roof Project (R 12)	Action
Budget 2014 Adoption (R 12)	Action
Advanced Tax Draw Resolution (R 12)	Action
2014 Slate of Officers (R 12)	Information

Director's Report (R 12–R 15)

Information

Items for Future Agendas

Public Forum

Adjournment

To inform, enrich, and empower our diverse community.

MINUTES

Jasper County Public Library Board of Trustees
6:00 PM

September 9, 2013
Wheatfield Library

Present: Jody Melton, Deana George, Natalie Waling, Timothy Schultz, Janet Umlauf, Janelle Harper, Patricia Stringfellow, Rayann Gilmore, Diana Kooy, Rachael Cavinder

Absent: Mari Anne Sayler

Agenda & Consent Agenda Approval: The Agenda and Consent Agenda Items including the August Board Meeting Minutes, bills/financial reports, Staff Privilege Policy, Group Visit Policy, Mission/Role/Values, and Board By-laws were approved on a motion D. George, second by J. Melton. Motion passed.

2014 Budget Hearing: No citizens were in attendance for the hearing with questions or concerns on the proposed budgets. Legal ads were scheduled to run in the Rensselaer Republican and KV Post-News on August 15 and 22. Both ads ran with incorrect content in the August 15th papers. The Rensselaer Republican ran a corrected ad on August 22nd and 29th. The KV Post News ran the ad incorrectly again on August 22nd but ran the corrected ad on the 29th. The ads ran within the acceptable public notification timeline for the Budget Hearing. We will receive affidavits of publisher error as required. The President deemed the hearing closed.

Wheatfield Library Annual Report: D. Kooy, Branch Manager, informed the board that a memorial bench and a painting have been donated to the Library in memory of two long time members of the Friends of the Wheatfield Library. Donations were made to the Wheatfield Friends in memory of Bethel Strain. This money was used to purchase the memorial bench and plaque that sit next to the south wetland. A painting of the "Wheatfield Depot" from Miriam Lawyer's collection was donated in her memory. The painting has been re-matted and re-framed and a plaque has been placed with it in the Library. Large Print continues to be a popular format for those who don't mind bigger print and those who need it. Shelving was cleared to expand this collection earlier in the year and more shelving will be added. BluRay discs are a new popular format at the Library. Circulation at Wheatfield is comparable to the other branches.

R. Cavinder, Youth Services Specialist, reported that Carolynn Devries, Youth Services Assistant, took over the teen book discussion this year. After having two teens at the first discussion, Carolynn decided to promote the book discussion through the English teachers at the KV School System, in addition to the posters at the library and the publicity in the local newspapers. By summer the discussion had grown to 7-8 teens. The group will be reading the Books to Bridge a Region title, Ashfall by Mike Mullin, in September. Carolynn hopes to have the adult book discussion group meet with the teen book discussion group for this title, so the teens can see how veterans of the adult discussions give their opinions during discussion. Playaway Views were added to the collection in April. At Wheatfield, circulation for the Playaways and Playaway Views has been about 16 per month, up from just 3 in March for the Playaways only. The children's titles seem to very popular and get checked out again quickly when returned. Summer Reading attendance continues to grow. This year the ages 3-5 group, had 2 classes of 20 that met on Mondays. In the elementary age group, over 100 kids completed and attended programs on Tuesdays, including Indiana Wild, CR Ryan Magic Show, and Circus Boy. Over 62 teens completed the program. Teen programs offered were Gaming with the Wii and X-box, Recycled Craft program, and a Library Mystery program.

Refunds for Payment of Lost Materials: Current library policy allows us to refund a portion of fees that patrons pay for lost materials when the materials are returned with 6 months of payment. Patrons are refunded the cost of the materials less a processing fee. As we prepare to launch our patron

requested debit/credit card processing service, we have read an 8-page user agreement that states that payments made via debit/credit card must be refunded via debit/credit card. This means that money would be removed from our bank account to provide this patron refund instantly. This doesn't translate well to our bookkeeping process which allows for the issuance of paper checks for refunds after a request for refund is submitted. We recommend to the Board that library policy be changed to 'no refunds'. We have researched what other libraries do, and have learned that many neighboring libraries do not allow patron refunds: Newton County Public Library, Crown Point Public Library, Pulaski County Public Library, Starke County Public Library to name a few. This is not a new idea in patron service. J. Melton moved to no longer allow refunds for the payment of lost materials, seconded by J. Umlauf. Motion passed.

Debit/Credit Card Processing Policy: A lot of the language in this policy comes directly from the Sage User Agreement- required actions. Requiring the card to be present, \$5 minimum charge to pay with a debit/credit card, no refunds, not allowing debit/credit card payments when the Internet or card terminal is down, and not providing cash advances with the card terminals are local decisions. D. George moved to approve the Debit/Credit Card Processing Policy as presented, seconded by J. Melton. Motion passed.

Library Board Privilege Policy: N. Waling expressed appreciation that board members are not assessed fines for overdue materials. She uses the library regularly and there are times when she would like to pay the fines but is not allowed to because of the policy. She mentioned making a donation in lieu of paying fines and it was noted that donations are always welcome. T. Schultz moved to leave the Library Board Privilege Policy as is, seconded by J. Melton. Motion passed.

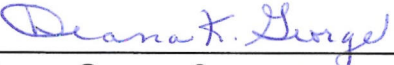
Director's Report: P. Stringfellow reported that we invested \$500,000 of Capital Projects Fund money in a 12-month CD.

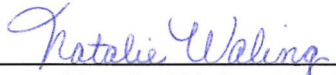
Staff Development Day was held on Friday, September 6. This year's training included: Generations in the Workplace, Diversity, Technical Services 101, a Technology Petting Zoo, staff anniversary recognition, and an ILL Q & A. Staff evaluations have been coming in and are mostly positive. The Diversity presentation provided by the Indiana Civil Rights Commission was well received.

The Health Insurance Marketplace website launches on October 1st. The American Library Association anticipates that many Americans will turn to libraries for help in accessing enrollment information. The Library is preparing to meet patron needs in this area through viewing training webinars, placing links on the library's website, and printing factsheets provided by the Centers for Medicaid and Medicare Services as needed.

R. Cavinder will be at the Sandhill Crane Festival marketing the Library later this month. The Wheatfield Friends of the Library will also have a booth. Several Rensselaer Library staff walked in the Little Cousin Jasper Parade on Saturday, September 7 to market the library.

Adjournment: With no further matters for discussion N. Waling adjourned the meeting at 6:47 PM.


Deana George, Secretary


Attest: Natalie Waling, President

CIRCULATION BY HOLDINGS CODE
September 2013

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	10	2	4	16
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJBPF)	0	0	1	1
Award Winning fiction (DAWFIC)	17	0	0	17
Award Winning non-fiction (DAWNF)	1	0	0	1
Award Winner YAFIC (DAYAF)	0	0	0	0
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	28	7	2	37
Blu-Ray (DBR)	54	0	3	57
Books on CD (DBKCD)	184	13	0	197
Books on Tape (DBKT)	0	0	0	0
Compact Disc (DCD)	256	17	13	286
Digital Audiobooks (DDA)	17	0	0	17
DVD (DDVD)	1398	28	8	1434
Equipment (DEQP)	77	0	0	77
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	29	0	0	29
Fiction (DFIC)	736	19	24	779
Fiction Fantasy (DFICF)	4	0	1	5
Fiction Mystery (DFICM)	97	9	0	106
Fiction New (DFICNEW)	410	16	17	443
Fiction Science Fiction (DFICSF)	12	2	2	16
Fiction Western (DFICW)	9	0	0	9
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	45	0	0	45
Hanging Bags (DHANG)	7	0	0	7
ILL (DILL)	66	1	0	67
Internet (DINTER)	924	0	0	924
Juv. Audio book (DJAUDB)	6	2	0	8
Juv. Biography (DJBIO)	20	1	0	21
Juv. Book on CD (DJBKCD)	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	23	0	0	23
Juvenile Easy (DJE)	628	16	6	650
Juv. Easy Non-fiction (DJENF)	57	0	1	58
Juv. Easy Reader (DJER)	336	2	4	342
Juv. Fiction (DJFIC)	356	20	6	382
Juv. Holiday books (DJHOL)	54	0	0	54
Juv. Magazine (DJMAG)	50	0	0	50
Juv. Music Cassette (DJMC)	1	0	0	1
Juv. Nonfiction (DJNF)	281	14	18	313
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	2	0	0	2
Juv. Toddler (DJTOD)	123	3	1	127

Large Print Fiction (DLPF)	143	20	5	168
Large Print Nonfic (DLPNF)	5	0	1	6
Magazine (DMAG)	633	9	9	651
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	5	2	0	7
Nonfiction 100 (DNF100)	28	2	2	32
Nonfiction 200 (DNF200)	27	3	3	33
Nonfiction 300 (DNF300)	49	4	7	60
Nonfiction 400 (DNF400)	0	0	0	0
Nonfiction 500 (DNF500)	35	0	0	35
Nonfiction 600 (DNF600)	90	11	11	112
Nonfiction 700 (DNF700)	53	5	0	58
Nonfiction 800 (DNF800)	6	2	0	8
Nonfiction 900 (DNF900)	49	2	2	53
Nonfiction Blu-Ray (DNFBR)	3	0	0	3
Nonfiction DVD (DNFDVD)	66	2	2	70
Nonfiction (DNFIC)	0	1	0	1
Nonfiction New (DNFNEW)	101	8	4	113
Nonfiction VHS (DNFVHS)	5	0	0	5
Oversize (DOVER)	1	0	0	1
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	10	1	0	11
Reference (DREF)	0	0	0	0
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	7	0	0	7
Software (DSWAR)	16	0	1	17
Vertical File (DVF)	0	0	0	0
VHS (DVHS)	28	0	0	28
YA Audio book (DYAUDB)	4	2	0	6
YA Biography (DYAB)	1	0	0	1
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	144	9	10	163
YA Music CD (DYACD)	3	0	0	3
YA Nonfiction (DYANF)	2	1	3	6
YA Paperback Fic (DYAPBF)	0	0	0	0
Storage (DZSTO)	12	0	0	12
Award Winner JBIO (RAJBIO)	0	0	0	0
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	6	23	0	29
Blu-Ray (RBR)	2	150	0	152
Books on CD (RBKCD)	1	115	1	117
Books on Tape (RBKT)	0	0	0	0
Compact Disc (RCD)	9	294	5	308
Digital Audiobooks (RDA)	0	18	0	18
DVD (RDVD)	9	2734	17	2760
Equipment (REQP)	0	24	0	24
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	29	0	29
Fiction (RFIC)	22	632	14	668
Fiction New (RFICNEW)	6	389	7	402

Genealogy (RGENE)	0	20	0	20
Genealogy Mag (RGMAG)	0	0	0	0
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	1	136	3	140
Hanging Bag (RHANG)	0	5	0	5
ILL (RILL)	1	113	0	114
Internet (RINTER)	0	1158	0	1158
Juv. Audio book (RJAUDB)	0	17	0	17
Juv. Biography (RJBIO)	0	93	0	93
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	0	19	0	19
Juvenile Easy (RJE)	4	663	2	669
Juv. Easy Non-fiction (RJENF)	0	140	0	140
Juv. Easy Reader (RJER)	3	379	4	386
Juv. Fiction (RJFIC)	19	575	12	606
Juv. Magazine (RJMAG)	0	54	3	57
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	8	505	9	522
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	0	0	0
Juv. Reference (RJREF)	0	8	0	8
Juv. Toddler (RJTOD)	1	118	0	119
Large Print Fiction (RLPF)	18	219	10	247
Large Print Nonfic (RLPNF)	0	14	0	14
Magazine (RMAG)	5	380	1	386
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	0	11	0	11
Non-Fiction 100 (RNF100)	0	36	1	37
Non-Fiction 200 (RNF200)	2	25	2	29
Non-Fiction 300 (RNF300)	5	56	5	66
Non-Fiction 400 (RNF400)	1	4	0	5
Non-Fiction 500 (RNF500)	0	29	0	29
Non-Fiction 600 (RNF600)	16	181	7	204
Non-Fiction 700 (RNF700)	5	78	1	84
Non-Fiction 800 (RNF800)	0	18	1	19
Non-Fiction 900 (RNF900)	0	58	2	60
Nonfiction Blu-Ray (RNFBR)	0	20	0	20
Nonfiction DVD (RNFDVD)	5	197	1	203
Nonfiction (RNFIC)	1	29	4	34
Nonfiction new (RNFNEW)	14	200	6	220
Nonfiction VHS (RNFVHS)	0	0	0	0
Oversize (ROVER)	0	2	0	2
Professional Coll. (RPRO)	0	3	0	3
Reference (REF)	0	1	0	1
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	6	0	6
Software (RSWAR)	0	28	1	29
Vertical File (RVF)	3	1	0	4
VHS (RVHS)	0	1	0	1
YA Audio book (RYAUDB)	0	15	0	15
YA Biography (RYAB)	0	0	0	0

YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	19	153	8	180
YA Music CD (RYACD)	4	95	1	100
YA Nonfiction (RYANF)	1	14	0	15
YA Paperback Fic (RYAPBF)	0	0	0	0
Storage (RZSTO)	0	0	0	0
Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	2	2	7	11
Blu-Ray (WBR)	0	0	94	94
Books on CD (WBKCD)	17	8	155	180
Books on Tape (WBKT)	2	0	0	2
Compact Disc (WCD)	15	6	209	230
Digital Audiobooks (WDA)	0	1	17	18
DVD (WDVD)	20	47	1519	1586
Equipment (WEQP)	0	0	45	45
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	12	12
Fiction (WFIC)	29	28	300	357
Fiction Fantasy (WFICF)	0	0	10	10
Fiction Mystery (WFICM)	6	9	79	94
Fiction New (WFICNEW)	41	16	282	339
Fiction Science Fiction (WFICSF)	0	0	7	7
Fiction Western (WFICW)	0	0	5	5
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	1	0	20	21
Hanging Bags (WHANG)	0	0	7	7
ILL (WILL)	0	2	12	14
Internet (WINTER)	0	0	565	565
Juv. Audio book (WJAUDB)	0	2	9	11
Juv. Biography (WJBIO)	1	0	16	17
Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	0	0
Juv. Compact Disc (WJCD)	3	0	14	17
Juvenile Easy (WJE)	5	11	430	446
Juv. Easy Non-fiction (WJENF)	0	0	64	64
Juv. Easy Reader (WJER)	1	11	332	344
Juv. Fiction (WJFIC)	19	30	254	303
Juv. Magazine (WJMAG)	8	4	12	24
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	9	13	297	319
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	4	4
Juv. Toddler (WJTOD)	0	3	99	102
Large Print Fiction (WLPF)	10	7	106	123
Large Print Nonfic (WLPNF)	2	0	6	8
Magazine (WMAG)	17	0	376	393
Non-Fiction 000 (WNF000)	0	3	3	6
Non-Fiction 100 (WNF100)	0	0	5	5
Non-Fiction 200 (WNF200)	3	4	13	20
Non-Fiction 300 (WNF300)	4	2	23	29
Non-Fiction 400 (WNF400)	0	0	1	1

Non-Fiction 500 (WNF500)	0	0	9	9
Non-Fiction 600 (WNF600)	10	9	93	112
Non-Fiction 700 (WNF700)	0	1	36	37
Non-Fiction 800 (WNF800)	1	0	4	5
Non-Fiction 900 (WNF900)	1	1	19	21
Nonfiction Blu-Ray (WNFBR)	0	0	0	0
Nonfiction DVD (WNFDVD)	2	2	91	95
Nonfiction (WNFIC)	0	0	0	0
Nonfiction New (WNFNEW)	9	9	58	76
Nonfiction VHS (WNFVHS)	0	0	0	0
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	2	0	1	3
Software (WSWAR)	0	0	11	11
Vertical File (WVF)	0	0	0	0
VHS (WVHS)	0	0	6	6
YA Audio book (WYAUDB)	1	1	3	5
YA Biography (WYAB)	0	0	0	0
YA Books on CD (WYABKCD)	0	2	9	11
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	23	15	164	202
YA Music CD (WYACD)	0	0	0	0
YA Nonfiction (WYANF)	0	0	6	6
YA Paperback Fic (WYAPBF)	0	0	0	0
Storage (WZSTO)	0	0	0	0
TOTAL	8299	10790	6218	25307

CIRCULATION BY HOLDINGS CODE
September 2013

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	10	2	4	16
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	1	1
Award Winning fiction (AWFIC)	17	0	0	17
Award Winning non-fiction (AWNFI)	1	0	0	1
Award Winner YAFIC (AYAF)	0	0	0	0
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	36	32	9	77
Blu-Ray (BR)	59	170	97	326
Books on CD (BKCD)	202	136	156	494
Books on Tape (BKT)	2	0	0	2
Compact Disc (CD)	280	317	227	824
Digital Audiobooks (DA)	17	19	17	53
DVD (DVD)	1427	2809	1544	5780
Equipment (EQP)	77	24	45	146
See librarian (ERR)	0	0	0	0

Express Book (EXP)	29	29	12	70
Fiction (FIC)	787	679	338	1804
Fiction Fantasy (FICF)	4	0	11	15
Fiction Mystery (FICM)	103	18	79	200
Fiction New (FICNEW)	457	421	306	1184
Fiction Science Fiction (FICSF)	12	2	9	23
Fiction Western (FICW)	9	0	5	14
Genealogy (GENE)	0	20	0	20
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	47	136	23	206
Hanging Bags (HANG)	7	5	7	19
ILL (ILL)	67	116	12	195
Internet (INTR)	924	1158	565	2647
Juv. Audio book (JAUDB)	6	21	9	36
Juv. Biography (JBIO)	21	94	16	131
Juv. Book on CD (JBOD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	0	0
Juv. Compact Disc (JCD)	26	19	14	59
Juvenile Easy (JE)	637	690	438	1765
Juv. Easy Non-Fiction (JENF)	57	140	65	262
Juv. Easy Reader (JER)	340	392	340	1072
Juv. Fiction (JFIC)	394	625	272	1291
Juv. Holiday (JHOL)	54	0	0	54
Juv. Magazine (JMAG)	58	58	15	131
Juv. Music Cassette (JMC)	1	0	0	1
Juv. Nonfiction (JNF)	298	532	324	1154
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	0	0	0
Juv. Reference (JREF)	2	8	4	14
Juv. Toddler (JTOD)	124	124	100	348
Large Print Fiction (LPF)	171	246	121	538
Large Print Nonfic (LPNF)	7	14	7	28
Magazine (MAG)	655	389	386	1430
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	5	16	3	24
Non-Fiction 100 (NF100)	28	38	8	74
Non-Fiction 200 (NF200)	32	32	18	82
Non-Fiction 300 (NF300)	58	62	35	155
Non-Fiction 400 (NF400)	1	4	1	6
Non-Fiction 500 (NF500)	35	29	9	73
Non-Fiction 600 (NF600)	116	201	111	428
Non-Fiction 700 (NF700)	58	84	37	179
Non-Fiction 800 (NF800)	7	20	5	32
Non-Fiction 900 (NF900)	50	61	23	134
Non-Fiction Blu-Ray (NFBR)	0	0	0	0
Non-Fiction DVD (NFDVD)	73	201	94	368
Nonfiction (NFIC)	1	30	4	35
Nonfiction New (NFNEW)	124	217	68	409
Nonfiction VHS (NFVH)	5	0	0	5
Oversize (OVER)	1	2	0	3
Professional Coll. (PROF)	0	3	0	3
Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	10	1	0	11

Reference (REF)	71	103	26	200
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	9	6	1	16
Software (SWAR)	16	28	13	57
Vertical File (VF)	3	31	0	34
VHS	28	1	6	35
YA Audio book (YAUDB)	5	18	3	26
YA Biography (YAB)	1	0	0	1
YA Books on CD (YABKCD)	0	2	9	11
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	186	177	182	545
YA Music CD (YACD)	7	95	1	103
YA Nonfiction (YANF)	3	15	9	27
YA Paperback Fic (YAPBF)	0	0	0	0
Storage (ZSTO)	12	0	0	12
				0
Free reads	623	222	87	932
Games/Puzzles	23	12	0	35
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	9016	11156	6331	26503

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	2207	1617	968	4792
Nonfiction	706	1090	377	2173
CHILDREN'S BOOKS				
Fiction	1522	1833	1155	4510
Nonfiction	443	775	409	1627
YA BOOKS				
Fiction	233	313	205	751
Nonfiction	4	15	9	28
Magazines, Adult	655	389	386	1430
Magazines, Children	58	58	15	131
Sound Recordings, adult	506	492	412	1410
Sound Recordings, ch	47	140	31	218
Online databases	0	0	0	0
Software	16	28	13	57
Vertical file	3	31	0	34
VHS/DVD/Blu-Ray	1592	3181	1741	6514
Equipment	77	24	45	146
Total	8069	9986	5766	23821
A-V Circulation	2161	3841	2197	8199
A-V Circulation as % of total	26.8%	38.5%	38.1%	34.4%

September 2013

	DEMOTTE			RENSSELAER			WHEATFIELD			SYSTEM
	Added Vols.	Withdrew Vols.	Circu- lation	Added Vols.	Withdrew Vols.	Circu- lation	Added Vols.	Withdrew Vols.	Circu- lation	Total Circ.
ADULT BOOKS										
Fiction	63	490	2,207	57	2	1,617	61	7	968	4,792
Nonfiction	34	12	706	52	232	1,090	25	110	377	2,173
CHILDREN'S BKS										
Fiction	108	0	1,522	39	1	1,833	35	5	1,155	4,510
Nonfiction	19	1	443	17	2	775	1	55	409	1,627
YA BOOKS										
Fiction	26	0	233	26	0	313	14	0	205	751
Nonfiction	1	0	4	0	3	15	0	0	9	28
Magazines,Adult			655			389			386	1,430
Magazines, Child			58			58			15	131
Games, Toys										0
Sound Rec/Adult	23	1	506	8	1	492	25	0	412	1,410
Sound Rec/Child	2	19	47	6	1	140	1	0	31	218
Online Databases	0	0	0	0	0	0	0	0	0	0
Software	0	0	16	0	22	28	0	0	13	57
Vertical Files	0	0	3	0	0	31	0	0	0	34
VHS/DVD/BluRay	27	31	1,592	63	6	3,181	38	0	1,741	6,514
Equipment			77			24			45	146
TOTAL	303	554	8,069	268	270	9,986	200	177	5,766	23,821

END OF MONTH:	DEMOTTE	RENSSELAER	WHEATFIELD
Total Materials Owned	76,626	68,879	52,246
Circulation Increase/Decrease	1.9%	-8.0%	-5.5%

MONTHLY SYSTEM STATISTICS	2012	2013	% change
Current month's Circulation	24,873	23,821	-4.2%
Jan. to date circulation	242,315	241,904	-0.2%

DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION	
Start of Month	End of Month	Start of Month	End of Month	Start of Month	End of Month
Volumes	Volumes	Volumes	Volumes	Volumes	Volumes
					ADULT BOOKS
22,693	22,266	13,161	13,216	13,893	13,947 Fiction
19,582	19,604	20,519	20,339	10,146	10,061 Nonfiction
					CHILDREN'S BKS
14,620	14,728	12,601	12,639	10,967	10,997 Fiction
8,092	8,110	6,663	6,678	5,870	5,816 Nonfiction
					YA BOOKS
2,110	2,136	2,989	3,015	2,263	2,277 Fiction
578	579	756	753	133	133 Nonfiction
					0 Magazines,Adult
0	0	20	20	0	0 Magazines, Child
3,482	3,504	3,936	3,943	3,942	3,967 Sound Rec/Adult
772	755	590	595	823	824 Sound Rec/Child
18	18	29	29	7	7 Online Databases
372	372	358	336	177	177 Software
0	0			4	4 Vertical Files
4,440	4,436	7,117	7,174	3,941	3,979 VHS/DVD/Blu-ray
118	118	142	142	57	57 Equipment
76,877	76,626	68,881	68,879	52,223	52,246 TOTAL

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

September 2013

R5

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
		Hrs.		Hrs.		Hrs.		
INTRALIBRARY LOANS FILLED	223	48	179	39	332	72	734	159
LOCAL HISTORY								
In person	4	1	10	3	0	0	14	4
Letters written	4	4	5	5	0	0	9	9
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use-Wired	924	39	1158	48	565	24	2647	110
Internet use-Wireless	529		1249		230		2008	
Computer software used	296	25	196	16	102	9	594	50
VCR Use	0	0	0	0	0	0	0	0
Microforms	38	5	37	5	0	0	75	10
CD ROM/Online databases	186	16	281	23	122	10	589	49
Typewriter use	0	0	0	0	0	0	0	0
Other equipment used	2	1	6	2	1	0	9	3
OTHER LIBRARY SERVICES USED								
Outreach activities	50	50	12	8	0	0	62	41
Notarized documents	4	1	8	2	17	4	29	7
Meeting Room Use (no. of group)	37	12	42	14	23	8	102	34
Study room use	25	2	16	1	25	2	66	6
Proctoring	0	0	0	0	0	0	0	0
Tax Forms distributed	0	0	0	0	0	0	0	0
Pull Requests	0	0	0	0	0	0	0	0
E-books downloaded							868	
IN-HOUSE USE ITEMS	468		359		241		1068	
SELF-CHECKOUT USE	280		268		529		1077	
INTERLIBRARY LOANS								
Requests made for:	68	17	107	27	28	7	203	51
Items rec'd for:	71	36	102	51	26	13	199	100
Items requested by other libraries	0		0		0		0	
Items supplied to other libraries	0	0	0	0	0	0	0	0

REGISTRATIONS

Total Borrowers	8338	8576	4895	21809
Non-resident, paying	1	1	0	2
PLAC card users	0	2	1	3
Reciprocal borrowers	363	533	125	1021
Number of New Patrons Added	63	100	61	

PROGRAMS

DeMotte	Rensselaer	Wheatfield	TOTAL	HOURS SPENT
Hrs.	Hrs.	Hrs.		

Programs for all ages	1	6	4	24	1	6	6	36
Children's Programs (0-13)	3	18	18	108	10	60	31	186
Number attending	36		293		503		832	
YA Programs (14-17)	0	0	3	18	0	0	3	18
Number attending	0		324		4		328	
Adult Programs	2	12	7	42	0	0	9	54
Number attending	36		121		60		217	
Senior Citizen Programs	6	36	4	24	3	18	13	78
Number attending	72		77		28		177	
Total Number of Programs	12	72	36	216	14	84	62	372
Total Persons Attending	144		815		595		1554	
Total Attending Same Month Last Yr.	232		479		501		1212	
Total Staff Hours Spent		328		461		232	1021	1004
Total Number of In-House Program	11		33		8		52	
Total Attendance	116		381		206		703	
Total Number of Outreach Program	1		3		6		10	
Total Attendance	28		434		389		851	

CIRCULATION BY PATRON CODE

PATRONS	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	6043	75.3%	6231	63.2%	4110	71.6%	16384	69.3%
Corporate	12	0.1%	41	0.4%	0	0.0%	53	0.2%
Juvenile 0-11	109	1.4%	393	4.0%	160	2.8%	662	2.8%
Juvenile-AV	1006	12.5%	1514	15.3%	635	11.1%	3155	13.4%
Nonresident No Fee	0	0.0%	0	0.0%	4	0.1%	4	0.0%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Adult	237	3.0%	360	3.6%	143	2.5%	740	3.1%
Reciprocal Juvenile	0	0.0%	2	0.0%	0	0.0%	2	0.0%
Reciprocal Juvenile AV	1	0.0%	8	0.1%	0	0.0%	9	0.0%
Reciprocal YA	0	0.0%	10	0.1%	0	0.0%	10	0.0%
Reciprocal YA AV	0	0.0%	3	0.0%	0	0.0%	3	0.0%
School	0	0.0%	5	0.1%	0	0.0%	5	0.0%
School AV	0	0.0%	12	0.1%	0	0.0%	12	0.1%
St. Joseph College	0	0.0%	183	1.9%	0	0.0%	183	0.8%
Staff	341	4.3%	689	7.0%	423	7.4%	1453	6.1%
Walking books	69	0.9%	77	0.8%	0	0.0%	146	0.6%
YA 12-17	37	0.5%	96	1.0%	18	0.3%	151	2.8%
YA-AV	166	2.1%	242	2.5%	247	4.3%	655	2.8%
Total	8021		9866		5740		23627	
 All items borrowed by nonresidents	238	3.0%	583	5.9%	147	2.6%	968	4.1%

ORDINANCE OR RESOLUTION FOR APPROPRIATIONS AND TAX RATE

Ordinance Number:

Be it ordained by the **Jasper County Public Library Board** that for the expenses of **JASPER COUNTY PUBLIC LIBRARY** for the year ending December 31, 2014 the sums herein specified are hereby appropriated and ordered set apart out of the several funds herein named and for the purposes herein specified, subject to the laws governing the same. Such sums herein appropriated shall be held to include all expenditures authorized to be made during the year, unless otherwise expressly stipulated and provided for by law. In addition, for the purposes of raising revenue to meet the necessary expense of **JASPER COUNTY PUBLIC LIBRARY**, the property tax levies and property tax rates as herein specified are included herein. Budget Form 4-B for all funds must be completed and submitted in the manner prescribed by the Department of Local Government Finance.

This ordinance shall be in full force and effect from and after its passage and approval by the **Jasper County Public Library Board**.

Name of Adopting Entity	Select Type of Fiscal Body	Date of Adoption
Jasper County Public Library Board	Library Board	10/14/2013

DLGF-Reviewed Funds

Fund Code	Fund Name	Adopted Budget	Adopted Tax Levy	Adopted Tax Rate
0101	GENERAL	\$2,436,838	\$1,225,000	0.0705
0180	DEBT SERVICE	\$323,010	\$300,000	0.0173
2011	LIBRARY IMPROVEMENT RESERVE	\$25,271	\$0	0.0000

		Signature
Natalie Waling	Aye ☒ Nay ☐ Abstain ☐	<i>Natalie Waling</i>
Jody Melton	Aye ☒ Nay ☐ Abstain ☐	<i>Jody Melton</i>
Deana George	Aye ☐ Nay ☐ Abstain ☐	
Janelle Harper	Aye ☒ Nay ☐ Abstain ☐	<i>Janelle Harper</i>
Timothy Schultz	Aye ☒ Nay ☐ Abstain ☐	<i>Timothy N Schultz</i>
Mari Anne Sayler	Aye ☒ Nay ☐ Abstain ☐	<i>Mari Anne Sayler</i>
Janet Umlauf	Aye ☒ Nay ☐ Abstain ☐	<i>Janet Umlauf</i>

ATTEST

Name	Title	Signature
Janelle Harper	Assistant Secretary	<i>Janelle Z. Harper</i>

Resolution to Request Advance Draw

Whereas, it has been determined that the Jasper County Public Library needs additional funds to operate; therefore, we the Board of Trustees of the Jasper County Public Library do resolve to approve this request to the County Auditor and County Treasurer for 95% of all possible revenues received to date for the Library Operating Fund, Library Capital Projects Fund, and General Obligation Bond Fund to the Jasper County Public Library, payable 30 days from the date of this resolution.

ADOPTED THIS 14th DAY OF October, 2013.

NAY

AYE

Mari Anne Saylor
John M. [Signature]
Natalie A. Welling
Janet Umbley
Carol L. [Signature]
Timothy M. Schell

ATTEST:

Carol L. [Signature]

Assistant Secretary of the Jasper County Public Library Board

Director's Report September 2013

Consent Agenda:

You will be approving the minutes of the September Board meeting, bills, and financial reports.

Policies for Review: Three policies are up for review in October: Public Forum Policy, Library Credit Card Policy, and Harassment/Discrimination Policy. No revisions are recommended.

General Business:

Rensselaer Library – Specifications for Re-Roof Project: Specifications for our project will be presented to the Board. Architect, Harry Mohler, and Attorney, Ed Dumas will be present to explain specifications and the bid process. A board vote is required to send the specs out for bid.

Budget 2014 Adoption: At the October meeting you will need to pass a resolution adopting the 2014 Budget as advertised. As a reminder here is a budget summary: Operating Fund \$2,436,838; Library Improvement Reserve Fund \$25,271; Bond & Interest Redemption Fund \$323,010.

Advanced Tax Draw Resolution: In past years we have requested an Advance Tax Draw from the County Auditor when tax collection time draws near. This is to ensure we receive tax revenue at the earliest possible moment, which we prefer. Each request is valid for 30 days. We recommend that the Board pass an Advanced Tax Draw Resolution. A Board motion is required.

2014 Slate of Officers: At the November Board meeting the nominating committee will need to present a slate of officers for 2014. The elections will be held at the December Board meeting. The Nominating Committee is comprised of Janet Umlauf (chair), Natalie Waling, and Tim Schultz. Article VI of the Board Bylaws provides information about each office and the role of the nominating committee. Officers can serve in the same position only two consecutive years.

Director's Report

Harry Mohler visited the DeMotte Library on September 30 checking the status of our concrete floor. Foyer floor tiles heaved in late June, which is when this journey, began, so his September 30 visit came nearly 3 months after the fact. He reported little to no change. There is no moisture, no sinkhole, no signs of structural issues. He found no evidence of cracked concrete slabs. He looked at the bottoms of shelves

and the baseboard and didn't see any gaps. There are no trip and fall concerns in the foyer, though he did comment that we will need to have the thresholds reset for the interior set of doors when we install new tile.

This year we had the option for an early renewal on our health insurance. In July the Board voted to exercise this option which was to result in renewal information arriving around October 1, based on current regulations with new rates arriving December 1, based upon the new regulations. Our agent encouraged us to take advantage of this early renewal as it would then result in two options for the Board to consider. Our account manager contacted us on October 6 to report "We have been told that the renewals will not be delivered to our office until late October. This is not at all what we were promised nor is it the standard timeline for renewals from Anthem or any other carrier." She is referencing the early renewal. She is not happy as we won't have very much time to consider these early renewals with this late-in-the-month arrival. We have a phone meeting with her on October 10 so will have an update to share at our October board meeting.

As required by the Affordable Care Act we have distributed an Exchange Notice to all library employees.

September began with our day-long Staff Development Day, hosted by the Rensselaer staff. Our agenda featured our own Technical Services Staff presenting Technical Services 101, Jill Stange from the Indiana State Library speaking about Generations in the Workplace, and Brad Meadows from the Indiana Civil Rights Commission speaking about Diversity. We also offered a Technology Petting Zoo featuring various e-devices on loan from the State Library and an overview of our ILL process. Staff evaluations have been very positive about this full day of training. LEUs were earned. Staff is very appreciative of this Board approved time for continuing education.

September was Library Card Sign-Up Month. The Marketing Committee promoted the value of a library card and enticed new patron sign-ups with prize giveaways. Library staff made presentations in and outside the library to promote card sign-up. In September we issued over 160 new cards.

Rayann and I will attend the 2013 ILF Legislative Update on October 21 which is always an informative day. Our ILF Legislative Advocates will speak about potential topics for next year's legislative session. We will also attend a presentation about health insurance early in the day presented by our agent.

System Administrator News

Sheila has been troubleshooting various TLC matters recently - slowness in the mornings, slow reports, and random slowness throughout the day. Our TLC servers are hosted so TLC has determined that they need to move us to new hardware.

Hardware has been ordered. When we are migrated to a new server, they will upgrade us from Windows 2003 to 2008 which will help with reports. TLC will also be installing additional data lines to address random slowness as they currently do not have adequate bandwidth for our needs. We expect these changes to be made very soon.

Sheila reports attending a "Social Media Bootcamp workshop at Rochester on the 25th – This was an excellent workshop! The speaker gave me so many good ideas for improving patron engagement on our Facebook page. I shared some wonderful suggestions with the other JCPL Facebook admins. The speaker also shared some useful suggestions for Twitter in case JCPL decides to enter the world of Twitter."

Technical Services News

Becky reports, "The first week of September was filled with movie making. We made a "short" film about what happens in Technical Services. This would be shown at Staff Development Day. Mary did all of the "camera work" since she has the most experience filming. She put it all together, and Sheila helped us get things set up in the meeting room. Our desire for a smooth opening was dashed by my inability to navigate with the laptop/remote setup, but once again Sheila was there to help out. The film was longer than we thought it would be, and yet we only scratched the surface of what goes on back here. It seemed to go over well, and may lead to more such films from other departments in the future."

She continues, "On Saturday September 7th, I took part along with Patty, Rayann, and Donna in the Little Cousin Jasper parade. Our train of book carts was declared "cool" by a little boy who saw us getting ready. It was a very hot day, and I was withered by the end of the parade, but we were happy to represent the library in the community."

DeMotte Library News

Brenda reports, "September has come and gone with lots of activity." The adults enjoyed a Dining with Diabetes program, blood pressure screening, and movies. Free reads are now available at the health club. The basket is usually empty when we stop by to refill it, and patrons have let us know they love the free read access."

Children have been enjoying movies, Lego's, and crafts, using Geronimo Stilton clues to figure out their craft. The laughing from the room and smiles that emerge showed how much fun they had. Preschool story hour has started again with the kids happy to see Miss Evie and hear great stories.

Rensselaer Library News

Linda reports, "All 3-12 grade Rensselaer school students received iPads. Many are using the libraries wireless and outlets (inside & out) to charge their devices. Steinke tore down the old white house and garage on their property, and our black fence looks even nicer now. As I write this at 4:37pm on Saturday, the library is full of people. We moved a table into the Teen room and added a power strip cord, and the Teen room is now a consistent gathering spot.... Banned Books Week; two great displays of items; engendering conversation and checkouts!"

Jamie visited with Middle School classes, promoting eBook access through Overdrive. Her Teen Designs program is becoming a hit as teens get to collaborate with Jamie on ways to spruce up the Teen room. It gives them a sense of ownership.

Wheatfield Library News

Diana reports a busy September as Children's Services got into the full swing of fall programs, staff attended Staff Development Day, and the Sandhill Crane Festival featured two library-related booths, the library's and the Friends of the Library's. It was also Library Card Sign Up Month with 1st graders visiting the library for a story and a tour.

Diana reports, "The 'Little Indiana' program was well attended...sponsored by the Friends who also brought finger foods for snacks. They [contacted] Jessica Nunemaker who hosts the PBS segments...a KV graduate who now lives in Rensselaer and travels to small towns all over the state and reports on unique things about them...sometimes it's a special restaurant or variety of antique stores or other tourist friendly features."

Please contact me if you are unable to attend the October Board meeting or if you have any questions about materials in your packet.-Patty

JCPL FINANCIAL STATEMENT

September 30, 2013

	<u>Beginning 2013 Balance</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Ending Balance</u>
Operating Fund	\$591,983.31	\$173,811.80	\$1,545,751.95	\$73,382.31	\$1,328,218.93	\$374,450.29
Public Library Access Card Fund	\$0.00	\$0.00	\$50.00	\$0.00	\$50.00	\$0.00
Gift Fund	\$9,202.35	\$126.94	\$10,537.74	\$620.00	\$10,946.26	\$9,610.87
DeMotte	\$2,130.22	\$0.00	\$2,589.82	\$150.00	\$3,004.51	\$2,544.91
Rensselaer	\$4,970.25	\$69.33	\$5,398.04	\$40.00	\$4,806.20	\$4,378.41
Wheatfield	\$2,101.88	\$57.61	\$2,549.88	\$430.00	\$3,135.55	\$2,687.55
Library Improvement Reserve Fund	\$295,486.61	\$0.00	\$0.00	\$24.31	\$282.23	\$295,768.84
Bond & Interest Redemption Fund	\$192,301.65	\$0.00	\$321,089.00	\$0.00	\$158,655.10	\$29,867.75
Rainy Day Fund	\$304,829.02	\$0.00	\$0.00	\$0.00	\$2,486.13	\$307,315.15
Includes Investments of: \$275,000.00						
State Technology Fund Grant Fund	\$11,472.00	\$0.00	\$11,472.00	\$0.00	\$0.00	\$0.00
Capital Projects Fund	\$1,251,180.16	\$0.00	\$0.00	\$11.14	\$11,130.42	\$1,262,310.58
Includes Investments of: \$1,225,000.00						
Host/Hospitality Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levy Excess Fund	\$15,295.30	\$0.00	\$15,295.30	\$0.00	\$30,082.00	\$30,082.00
Sales Tax	\$71.40	\$0.00	\$72.28	\$8.84	\$115.11	\$114.23
Construction Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00
Insurance Refund Fund	\$0.00	\$0.00	\$92.02	\$0.00	\$92.02	\$0.00
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$7,480.73	\$71,292.60	\$7,480.73	\$71,292.60	\$0.00
FICA Tax Collected	\$0.00	\$7,023.50	\$64,112.43	\$7,016.45	\$64,112.43	\$0.00
State Tax Collected	\$3,474.60	\$3,360.40	\$29,943.31	\$3,229.19	\$29,697.85	\$3,229.14
County Tax Collected	\$2,652.08	\$2,692.15	\$23,627.20	\$2,571.98	\$23,547.15	\$2,572.03
Deferred Comp.	\$0.00	\$3,072.40	\$27,529.20	\$3,072.40	\$27,529.20	\$0.00
#125 Pre-tax Plan	\$0.00	\$3,731.16	\$30,304.90	\$3,733.90	\$30,302.18	(\$2.72)
Employee Life Insur.	\$0.00	\$197.04	\$1,350.20	\$197.76	\$1,353.46	\$3.26
Employee INPRS	\$0.00	\$2,746.09	\$24,464.14	\$2,746.10	\$24,464.19	\$0.05
Garnishments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Credit Union	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EIC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL ALL FUNDS.....	\$2,678,218.48	\$204,242.21	\$2,176,984.27	\$104,095.11	\$1,814,357.26	\$2,315,591.47

Bank Balances**Jasper County Public Library****Report as of: 9/30/13**

Bank		
1	Alliance Bank	\$800,609.98
2	Demotte State Bank	\$7,020.79
4	PNC Bank	\$7,690.70
5	Cash On Hand	\$270.00
6	Kentland Bank CD#400043192	\$0.00
7	Kentland Bank CD#400043546	\$725,000.00
8	Kentland Bank CD#400043547	\$275,000.00
9	Kentland Bank CD#400043306	\$0.00
10	Kentland Bank CD#400043193	\$0.00
11	Kentland Bank CD#400043559	\$500,000.00
Total all banks =		\$2,315,591.47

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Appropriation Report for 100 OPERATING FUND

Jasper County Public Library

Report Date: From 9/1/13 To 9/30/13

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>1. Personal Services</i>							
1.11 SALARY OF LIBRARIAN	\$61,818.00	\$0.00	\$61,818.00	\$5,151.46	\$46,287.74	\$15,530.26	74.9
1.12 SALARY OF ASSISTANTS	\$1,044,764.00	\$0.00	\$1,044,764.00	\$85,123.57	\$775,742.28	\$269,021.72	74.3
1.13 WAGES OF JANITORS	\$67,047.00	\$0.00	\$67,047.00	\$5,050.89	\$45,617.66	\$21,429.34	68.0
1.21 EMPLOYER'S SHARE-FICA	\$89,783.00	\$0.00	\$89,783.00	\$7,023.49	\$64,112.13	\$25,670.87	71.4
1.22 UNEMPLOYMENT COMPENSATION	\$3,329.00	\$0.00	\$3,329.00	\$0.00	\$3,121.59	\$207.41	93.8
1.23 EMPLOYER'S CONTRIB.- PERF	\$89,783.00	\$0.00	\$89,783.00	\$7,317.21	\$67,021.97	\$22,761.03	74.6
1.24 EMPLOYER'S CONTRIB.- INS.	\$112,764.00	\$0.00	\$112,764.00	\$9,387.79	\$81,783.51	\$30,980.49	72.5
Subtotal	\$1,469,288.00		\$1,469,288.00	\$119,054.41	\$1,083,686.88	\$385,601.12	73.8
<i>2. Supplies</i>							
2.11 OFFICIAL RECORDS	\$600.00	\$0.00	\$600.00	\$0.00	\$0.00	\$600.00	0.0
2.12 STATIONERY AND PRINTING	\$450.00	\$0.00	\$450.00	\$5.97	\$5.97	\$444.03	1.3
2.13 OTHER OFFICE SUPPLIES	\$8,000.00	\$0.00	\$8,000.00	\$973.88	\$4,324.74	\$3,675.26	54.1
2.21 CLEANING & SANITATION SUPPLIES	\$6,500.00	\$0.00	\$6,500.00	\$534.38	\$3,569.40	\$2,930.60	54.9
2.23 OTHER OPERATING SUPPLIES	\$8,000.00	\$0.00	\$8,000.00	\$145.53	\$4,266.64	\$3,733.36	53.3
2.31 BUILDING MATERIALS & SUPPLIES	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$3.79	\$2,496.21	0.2
2.32 PAINT AND PAINTING SUPPLIES	\$200.00	\$0.00	\$200.00	\$0.00	\$90.74	\$109.26	45.4
2.33 REPAIR PARTS	\$3,000.00	\$0.00	\$3,000.00	\$28.66	\$749.24	\$2,250.76	25.0

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
2.41 LIBRARY SUPPLIES	\$14,790.00	\$0.00	\$14,790.00	\$448.12	\$7,991.76	\$6,798.24	54.0
2.42 MARKETING SUPPLIES	\$50.00	\$0.00	\$50.00	\$0.00	\$0.00	\$50.00	0.0
Subtotal	\$44,090.00		\$44,090.00	\$2,136.54	\$21,002.28	\$23,087.72	47.6
<i>3. Other Services and Charges</i>							
3.13 LEGAL SERVICES	\$5,000.00	\$0.00	\$5,000.00	\$262.50	\$1,699.75	\$3,300.25	34.0
3.14 OTHER PROFESSIONAL SERVICES	\$13,000.00	\$0.00	\$13,000.00	\$40.00	\$7,053.38	\$5,946.62	54.3
3.145 DATABASES & LICENSING SERVICES	\$20,795.00	\$0.00	\$20,795.00	\$2,885.00	\$18,869.97	\$1,925.03	90.7
3.146 E-BOOKS SERVICES	\$12,300.00	\$0.00	\$12,300.00	\$0.00	\$3,000.00	\$9,300.00	24.4
3.21 TELEPHONE	\$4,200.00	\$0.00	\$4,200.00	\$446.37	\$2,064.59	\$2,135.41	49.2
3.22 POSTAGE	\$3,200.00	\$0.00	\$3,200.00	\$0.00	\$883.62	\$2,316.38	27.6
3.23 MILEAGE	\$20,000.00	\$0.00	\$20,000.00	\$1,122.05	\$11,097.87	\$8,902.13	55.5
3.24 PROFESSIONAL MEETINGS	\$7,000.00	\$0.00	\$7,000.00	\$869.92	\$3,642.04	\$3,357.96	52.0
3.25 FREIGHT	\$1,500.00	\$0.00	\$1,500.00	\$146.92	\$1,545.21	(\$45.21)	103.0
3.26 NETWORKING	\$59,540.00	\$0.00	\$59,540.00	\$1,461.00	\$1,650.87	\$57,889.13	2.8
3.31 ADVERTISING & PUBLIC NOTICES	\$800.00	\$0.00	\$800.00	\$170.22	\$246.18	\$553.82	30.8
3.33 MARKETING ADVERTISING	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$1,051.56	\$448.44	70.1
3.41 OFFICIAL BONDS	\$250.00	\$0.00	\$250.00	\$0.00	\$200.00	\$50.00	80.0
3.42 OTHER INSURANCE	\$27,500.00	\$0.00	\$27,500.00	\$0.00	\$18,183.18	\$9,316.82	66.1
3.51 GAS	\$30,000.00	\$0.00	\$30,000.00	\$479.09	\$13,776.58	\$16,223.42	45.9
3.52 ELECTRICITY	\$85,000.00	\$0.00	\$85,000.00	\$7,796.32	\$60,750.62	\$24,249.38	71.5
3.53 WATER	\$2,000.00	\$0.00	\$2,000.00	\$151.05	\$1,243.45	\$756.55	62.2
3.54 WASTE DISPOSAL SERVICES	\$5,700.00	\$0.00	\$5,700.00	\$438.54	\$3,935.22	\$1,764.78	69.0
3.61 BUILDING & STRUCTURES	\$58,920.00	\$0.00	\$58,920.00	\$6,096.73	\$34,864.14	\$24,055.86	59.2

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
3.62 EQUIPMENT REPAIRS	\$880.00	\$0.00	\$880.00	\$0.00	\$725.17	\$154.83	82.4
3.72 EQUIPMENT RENTALS	\$650.00	\$0.00	\$650.00	\$9.95	\$494.55	\$155.45	76.1
3.91 DUES	\$2,800.00	\$0.00	\$2,800.00	\$0.00	\$440.50	\$2,359.50	15.7
3.93 TAXES & ASSESSMENTS	\$325.00	\$0.00	\$325.00	\$0.00	\$349.44	(\$24.44)	107.5
3.94 TRANSFER TO LIRF	\$120,000.00	\$0.00	\$120,000.00	\$0.00	\$0.00	\$120,000.00	0.0
3.95 BOOK REIMBURSEMENT	\$500.00	\$200.46	\$700.46	\$20.98	\$267.07	\$433.39	38.1
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$120.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$106,745.00	\$0.00	\$106,745.00	\$8,052.86	\$81,687.24	\$25,057.76	76.5
Subtotal	\$590,225.00	\$200.46	\$590,425.46	\$30,449.50	\$269,722.20	\$320,703.26	45.7
<i>4. Capital Outlays</i>							
4.4 FURNITURE & EQUIPMENT	\$39,255.00	\$0.00	\$39,255.00	\$1,035.09	\$6,487.58	\$32,767.42	16.5
4.51 BOOKS	\$150,000.00	\$0.00	\$150,000.00	\$10,871.01	\$92,114.02	\$57,885.98	61.4
4.52 PERIODICALS & NEWSPAPERS	\$25,000.00	\$0.00	\$25,000.00	\$1,032.84	\$13,494.12	\$11,505.88	54.0
4.53 NONPRINTED MATERIALS	\$56,913.00	\$0.00	\$56,913.00	\$9,232.41	\$31,656.62	\$25,256.38	55.6
Subtotal	\$271,168.00		\$271,168.00	\$22,171.35	\$143,752.34	\$127,415.66	53.0
Grand Total	\$2,374,771.00	\$200.46	\$2,374,971.46	\$173,811.80	\$1,518,163.70	\$856,807.76	63.9

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Changes to Appropriations

<i>Date</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Reason</i>
2/11/13	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$9.95	Refund on Lost Bk Pd 1/18/13 & Found - A/P#75
3/11/13	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$8.60	Refund on Lost Bk Pd 1/29/13 & Found - A/P#197
4/8/13	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$13.99	Refund on Lost Bk Pd 2/4/13 & Found - A/P#263
4/8/13	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$11.99	Refund on Lost Bk Pd 2/21/13 & Found - A/P#279
6/10/13	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$12.99	Refund on Lost Bk Pd 5/25/13 & Found - A/P#505
6/10/13	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$17.95	Refund on Lost Bk Pd 5/20/13 & Found - A/P#492
6/10/13	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$18.95	Refund on Lost Bk Pd 4/9/13 & Found - A/P#457
6/10/13	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$31.95	Refund on Lost Bk Pd 5/1/13 & Found - A/P#450
7/8/13	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$2.15	Refund on Lost Bk overpaid 6/3/13 - A/P#562
7/8/13	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$13.98	Refund on Lost Bk Pd 6/18/13 & Found - A/P#561
7/8/13	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$19.99	Refund on Lost Bk Pd 3/6/13 & Found - A/P#527
7/8/13	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$16.99	Refund on Lost Bk Pd 5/4/13 & Found - A/P#548
9/9/13	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$5.99	Refund on Lost Bk Pd 7/5/13 & Found - A/P#748
9/9/13	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$14.99	Refund on Lost Bk Pd 7/8/13 & Found - A/P#735

Net Changes by Fund

<i>Fund Number</i>	<i>Net Change</i>
100	\$200.46

Voucher List
Jasper County Public Library

Report Date: From 9/1/13 To 9/30/13

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
32462	711	AARON'S LAWN CARE	9/9/13	DeM, Rens, Wh: Mowing and edging 7/29-8/27/13	\$810.00
32463	712	ALLIED WASTE SERVICES #71	9/9/13	Wh: Trash Service- September	\$54.88
32464	713	AMERICAN LIB. ASSN.	9/9/13	Poster	\$27.00
32465	714	A.M. Best Company, Inc.	9/9/13	Continuations	\$166.95
32466	715	ANTHEM BLUE CROSS BLUE	9/9/13	Health premiums September, 19 employees	\$11,883.72
32467	716	ANTHEM LIFE	9/9/13	Life Insurance premiums, September	\$95.94
32468	717	BRENDA THOMPSON	9/9/13	Mileage 8/14-8/28/13: B2B, Management Meeting, SDD Planning	\$98.88
32469	718	CARRIAGE PAPER PRODUCT	9/9/13	Receipt printer ribbons, thermal paper rolls,	\$310.64
32470	719	CENTURION HOLDINGS, LLC	9/9/13	Smart Shield licenses & annual maintenance	\$200.80
32471	720	CIRCLE R ELECTRIC, INC.	9/9/13	Wh: Change ballast in emergency light, replace 3 bulbs in exterior lights	\$174.00
32472	721	CULLIGAN WATER CONDITIO	9/9/13	Wh: Water Cooler Rental-September; 5 gallon drinking water-6	\$52.45
32473	722	D & S COMPUTER SERVICES	9/9/13	Hosting 3rd quarter 2013	\$120.00
32474	723	DELTA DENTAL	9/9/13	Dental Ins. Premiums, September, 18 employees	\$477.78
32475	724	DEMCO	9/9/13	Book cart, tape, desk organizer	\$619.52
32476	725	DONNA BARKO	9/9/13	Mileage 7/3-8/29/13: Deposits, Post Office	\$21.47
32477	726	EBSCO Accounts Receivable	9/9/13	Novelist Online Subscription, 10/1/13-9/30/14	\$2,520.00
32478	727	ENA SERVICES LLC	9/9/13	Internet service for August 2013	\$1,461.00
32479	728	FLEX-PAC INC	9/9/13	Paper towels, toilet bowl cleaner, hand soap, trash bags	\$289.78
32480	729	HP PRODUCTS	9/9/13	Gloves, glass cleaner	\$80.72
32481	730	JOHN HENSLEY	9/9/13	DeM & Rens: Sealing and striping of parking lot	\$3,289.28
32482	731	JAMES R. LITTLE	9/9/13	Wire nuts	\$5.19
32483	732	JEAN LAMBERT	9/9/13	Mileage 4/16-8/13/13: Drop off recycling, pick up cleaning supplies	\$11.87
32484	733	KOLORTECH, INC.	9/9/13	Fluorescent bulbs	\$89.70
32485	734	LINDA POORTENGA	9/9/13	Mileage 8/7-8/16/13: Librarian's Council Meeting, B2B Meeting and Delivery	\$166.39
32486	735	MARILYN HART	9/9/13	Reimbursement for lost item previously paid for.	\$14.99
32487	736	PRECISION CONTROL SYSTE	9/9/13	Rens: Small gas leak at pilot gas supply tube, tightened compression nut and rechecked, no leak, checked gas pressure; DeM: No cooling in library, found 300 amp circuit breaker tripped, Ohm Compressor #1 found grounded, rewire unit to have stage #2 become #1, run stage #2 to cool building, power extremely bad, power surged 7 times in 5 minutes while check air handler, compressor #2 shorted out, no cooling available	\$1,628.50
32488	737	PROQUEST LLC	9/9/13	Microfilm of Rens Republican (1/1-4/30/13)	\$77.87
32489	738	QUILL CORPORATION	9/9/13	Facial tissues, gloves, fax ribbon, envelopes, toner, canned air, orange paper roll	\$492.69
32490	739	RACHAEL CAVINDER	9/9/13	Mileage 8/8-8/15/13: AV Shopping, Management Meeting	\$52.55
32491	740	RAYANN GILMORE	9/9/13	Spindle to fix doorknob; Mileage 8/7-8/27/13: Deliver Board Packets, New Employee Orientation, Deposits, Post Office	\$88.89
32492	741	ROEING CORP.	9/9/13	Tech Maintenance Support - 4th Installment 2013; 3 Wireless routers	\$7,794.00
32493	742	SVT, LLC	9/9/13	Management Meeting expenses	\$15.23
32494	743	TOWN OF DEMOTTE	9/9/13	DeM: sewer-August	\$71.90
32495	744	TRUGREEN PROCESSING CE	9/9/13	DeM: Tree/shrub service; Wh: Lawn fertilization	\$194.95
32496	745	VISION SERVICE PLAN- (IN)	9/9/13	Vision Premium, 18 employees September 2013	\$192.41
32497	746	WAL-MART COMMUNITY/GEC	9/9/13	Children's supplies, books, fish tank supplies, wipes, batteries, DVDs, CDs, cleaning supplies	\$2,613.00

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
32498	747	WASTE MANAGEMENT	9/9/13	DeM: Trash Pick-up, September	\$70.76
32499	748	WILLIAM MESSMAN	9/9/13	Reimbursement for lost item previously paid for.	\$5.99
32500	749	YVONNE DEL VECCHIO	9/9/13	Mileage 7/3-8/29/13: Walking Books, Book Club, Deliver Community Connection	\$45.09
0	750	PAYROLL	9/10/13	PAYROLL	\$49,115.41
0	751	BILL HROMADA	9/10/13	Courier Mileage 8/16/13 to 8/30/13 (Conf. #38)	\$385.33
0	752	GREAT-WEST RETIREMENT S	9/10/13	Annuity Withheld 9/10/13 payroll (Conf. #39)	\$1,536.20
0	753	INDIANA DEPARTMENT OF RE	9/10/13	EFT-State & County Taxes w/held August 2013 Payrolls, Ref #57376	\$6,052.55
0	754	INPRS fbo PERF	9/10/13	9/10/13 Payroll Contributions	\$5,151.82
0	755	IRS USA TAXPAYMENT	9/10/13	EFT-Fica Federal Taxes W/held 9/10/13 Ref. #43381999	\$11,160.18
32501	756	BAKER & TAYLOR ENTERTAIN	9/9/13	DVDs	\$239.98
32502	757	BAKER & TAYLOR	9/9/13	Books, Continuations, AV, Auto. Yours, B&T user licenses	\$12,263.51
32503	758	BOOKPAGE	9/9/13	Bookpage subscription, Oct 2013-Sep2014	\$480.00
32504	759	BUSINESS CARD	9/9/13	Digipalooza expenses, DVDs, CDs, Books, Children's supplies, Leappads, Teen supplies, CYPD expenses, Windows licenses, Domain Name renewals, AV Shopping expenses	\$6,625.29
32505	760	CENTURYLINK	9/9/13	Rens: Local Phone & Fax Service- September 2013	\$393.26
32506	761	CHICAGO TRIBUNE	9/9/13	DeM: Newspaper subscription 9/9/13-3/9/14 (everyday)	\$259.74
32507	762	DIANA KOOY	9/9/13	Book	\$50.00
32508	763	DUMAS & MAHNESMITH P.C.	9/9/13	Legal Assistance- Rensselaer Roof Project	\$262.50
32509	764	JASPER COUNTY HOSPITAL	9/9/13	Water Testing	\$40.00
32510	765	MIDWEST TAPE	9/9/13	DVDs	\$152.35
32511	766	NIPSCO	9/9/13	DeM: Gas & Electric Service 8/7/-9/5/13; Wh: Gas & Electric Service 8/2-9/3/13	\$5,313.97
32512	767	OFFICE DEPOT	9/9/13	Electric stapler, toner, envelopes, chair mat	\$290.72
32513	768	QUILL CORPORATION	9/9/13	Paper towel rolls, facial tissues	\$93.94
32514	769	TOWN OF WHEATFIELD	9/9/13	Wh: sewer- September	\$56.65
32515	770	UNIQUE MANAGEMENT SERVI	9/9/13	Collections: Initial/Secondary Placements- August	\$152.15
32516	771	USA TODAY	9/9/13	Wh: Newspaper Subscription 9/3/13-9/30/14	\$293.10
0	772	PAYROLL	9/25/13	PAYROLL	\$46,210.51
0	773	AFLAC	9/25/13	Supplemental Ins - September 2013 (Conf #45)	\$666.14
0	774	ALLIANCE BANK	9/25/13	Direct Deposit Fees August 2013	\$37.00
0	775	BILL HROMADA	9/25/13	Courier Mileage 9/03/13 to 9/13/13 (Conf. #41)	\$280.24
0	776	CENTURYLINK	9/25/13	WH: Local Phone Service 9/7/13 -10/6/13 (Conf. #44)	\$38.59
0	777	CENTURYLINK	9/25/13	WH: Fax Service 9/7 -10/6/13 (Conf. #43)	\$14.52
0	778	CITY OF RENSSELAER	9/25/13	Rensselaer: Utilities 8/8/13 - 9/9/13 (Conf. #42)	\$3,254.34
0	779	GREAT-WEST RETIREMENT S	9/25/13	Annuity Withheld 9/25/13 payroll (Conf. #46)	\$1,536.20
0	780	INPRS fbo PERF	9/25/13	9/25/13 Payroll Contributions	\$4,911.48
0	781	IRS USA TAXPAYMENT	9/25/13	EFT-Fica Federal Taxes W/held 9/25/13 Ref #92920165	\$10,367.54
0	782	KANKAKEE VALLEY PUBLISHI	9/25/13	Legal Budget Ad, KV Post-News & Rensselaer Republican, 8/15, 8/22 & 8/29/13	\$170.22

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
<i>Total Amount of Claims</i>					\$204,242.21

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Friday, October 04, 2013

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$204,242.21

Date this 14th day of October, 2013.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

JASPER COUNTY PUBLIC LIBRARY
Receipt Breakdown
September 30, 2013

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
FINES & FEES:			\$2,671.17	\$24,895.02
DeMotte	\$895.62	\$7,781.43		
Rensselaer	\$1,152.76	\$10,774.52		
Wheatfield	\$622.79	\$6,339.07		
PHOTOCOPIES:			\$706.70	\$7,327.19
DeMotte	\$250.50	\$2,788.75		
Rensselaer	\$243.20	\$2,776.79		
Wheatfield	\$213.00	\$1,761.65		
INTEREST (Checking, Repurchase, CDs):.....			\$50.08	\$650.08
TAXES:			\$69,702.27	\$1,275,088.68
Property Tax	\$0.00	\$589,971.02		
LOIT	\$17,903.58	\$161,132.23		
License Excise Tax	\$0.00	\$49,857.98		
Financial Institution Tax	\$0.00	\$1,233.91		
CVET(Commercial Vehicle Excise)	\$0.00	\$6,705.33		
Local Option/Certified Shares	\$42,698.46	\$384,286.14		
Local Option/Property Tax Repl.	\$9,100.23	\$81,902.07		
TAXABLE SALES:-.....			\$25.94	\$131.20
REFUNDS:			\$226.15	\$20,126.76
Rebates/Refund	\$0.00	\$2,626.76		
Insurance Claims/Reimbursements	\$0.00	\$0.00		
Meeting Room Rental	\$100.00	\$1,300.00		
Reimbursement	\$0.00	\$0.00		
Fixed Asset Sales	\$0.00	\$450.00		
Miscellaneous Receipts	\$126.15	\$454.70		
Interfund Transfer	\$0.00	\$15,295.30		
TOTAL OPERATING FUND RECEIPTS.....			\$73,382.31	\$1,328,218.93
PLAC FUND:.....			\$0.00	\$50.00
GIFT FUNDS:			\$620.00	\$10,946.26
DeMotte	\$150.00	\$3,004.51		
Rensselaer	\$40.00	\$4,806.20		
Wheatfield	\$430.00	\$3,135.55		
LIB. IMPROV. RESERVE FUND:			\$24.31	\$282.23
Interest Earned	\$24.31	\$282.23		
Transfer from OPERATING	\$0.00	\$0.00		
BOND & INTEREST REDEMPTION FUND:		\$158,655.10	\$0.00	\$158,655.10
Property Tax	\$0.00	\$146,659.46		
License Excise Tax	\$0.00	\$10,347.88		
Financial Institution Tax	\$0.00	\$256.09		
CVET(Commercial Vehicle Excise)	\$0.00	\$1,391.67		
Interfund Transfer	\$0.00	\$0.00		
RAINY DAY FUND:		\$2,486.13	\$0.00	\$2,486.13
Special CAGIT Distribution	\$0.00	\$0.00		
Interest Earned	\$0.00	\$2,486.13		
STATE TECHNOLOGY FUND GRANT FUND:-.....		\$0.00	\$0.00	\$0.00
CAPITAL PROJECTS FUND:			\$11.14	\$11,130.42
Interest Earned	\$11.14	\$11,130.42		
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Interfund Transfer	\$0.00	\$0.00		
HOST/HOSPITALITY FUND:.....			\$0.00	\$0.00
LEVY EXCESS FUND:.....			\$0.00	\$30,082.00
SALES TAX:.....			\$8.84	\$115.11
CASH CHANGE FUND			\$0.00	\$0.00
INSURANCE REFUND FUND:			\$0.00	\$92.02
Interfund Transfer	\$0.00	\$92.02		
SUB-TOTAL (page 1).....			\$74,046.60	\$1,542,058.20

WITHHOLDING ACCOUNT FUNDS:			\$30,048.51	\$272,299.06
FIT Tax Collected	\$7,480.73	\$71,292.60		
FICA Collected	\$7,016.45	\$64,112.43		
State Tax Collected	\$3,229.19	\$29,697.85		
County Tax Collected	\$2,571.98	\$23,547.15		
Deferred Comp Plan	\$3,072.40	\$27,529.20		
Pre-tax Insurance Plans	\$3,733.90	\$30,302.18		
Life Insurance	\$197.76	\$1,353.46		
INPRS	\$2,746.10	\$24,464.19		
Garnishments	\$0.00	\$0.00		
Credit Union	\$0.00	\$0.00		
TOTAL RECEIPTS - ALL FUNDS.....			\$104,095.11	\$1,814,357.26

Voucher List
Jasper County Public Library

Report Date: From 10/1/13 To 10/14/13

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
32517	783	AARON'S LAWN CARE	10/14/13	DeM, Rens, Wh: Mowing and edging 9/3/13 -9/24/13	\$700.00
32518	784	ALCO STORES, INC.	10/14/13	Childrens supplies	\$5.99
32519	785	ALLIED WASTE SERVICES #71	10/14/13	Wh: Trash Service- October	\$54.88
32520	786	ANTHEM BLUE CROSS BLUE	10/14/13	Health premiums October, 18 employees	\$10,110.03
32521	787	ANTHEM LIFE	10/14/13	Life Insurance premiums, October	\$110.34
32522	788	AUTOMATIC DOOR SERVICE, I	10/14/13	Dem: Main arm for automatic door	\$131.35
32523	789	AWE DIGITAL LEARNING SOL	10/14/13	DeM: Early Literacy Computer	\$2,399.00
32524	790	BAKER & TAYLOR	10/14/13	Books, Continuations, AV, Auto. Yours, B&T user licenses	\$11,816.48
32525	791	BAKER & TAYLOR ENTERTAIN	10/14/13	DVDs	\$401.40
32526	792	BLR	10/14/13	IN Employment Law Letter Subscription	\$357.00
32527	793	BUSINESS CARD	10/14/13	Mgmt meeting expenses, Staff development day expenses, DVDs, CDs, Books2bridge expenses, HR workshop expenses, YA supplies, Fall festival supplies, 3 ILF registrations, Phone tree software	\$1,511.15
32528	794	BUSINESS MANAGEMENT DAI	10/14/13	Manager's Legal Bulletin & Payroll Legal Alert Newsletters- 1 year subscriptions	\$229.08
0	795	PAYROLL	10/10/13	PAYROLL	\$48,350.36
32529	796	CARDINAL OFFICE PRODUCT	10/14/13	DeMotte Patron Copier Maintenance	\$261.42
32530	797	CAROLYNN DeVRIES	10/14/13	Mileage 9/6/13: Staff Development Day	\$24.86
32531	798	CENTER POINT PUBLISHING	10/14/13	Books	\$86.49
32532	799	COMMISSION ON PUBLIC REC	10/14/13	DeM: 2 Rolls Microfilm: Kankakee Valley Post New Jan. 5 - May 31, 2012 & June 7 - Dec. 27, 2012	\$80.00
32533	800	COMMUNITY MEDIA GROUP, I	10/14/13	Rens: Brook Reporter 12 month subscription 10/7/13 - 10/6/14	\$45.00
32534	801	CULLIGAN WATER CONDITIO	10/14/13	Wh: Water Cooler Rental- October 2013	\$9.95
32535	802	FINDING FATHERS LOVE, LLC	10/14/13	DeM program 10/26/13: When Father is a Bad Word	\$100.00
32536	803	DAVIDSON TITLES INC.	10/14/13	Books	\$638.73
32537	804	DEBORAH KRISTOFF	10/14/13	Mileage 9/30/13: Customer Service Workshop	\$24.86
32538	805	DELTA DENTAL	10/14/13	Dental Ins. Premiums, October, 18 employees	\$504.44
32539	806	DIANA KOOY	10/14/13	Mileage 8/7 - 9/30/13: Librarian's Council Meeting, Branch Manager's Counterparts Meeting, B2B Meeting, Customer Service Workshop	\$116.39
32540	807	DISNEY EDUCATIONAL PROD	10/14/13	DVDs	\$67.44
32541	808	DONNA ZANDSTRA	10/14/13	Mileage 9/6/13 - Staff Development Day	\$24.86
32542	809	DUMAS & MAHNESMITH P.C.	10/14/13	Legal Assistance- Roof Project	\$175.00
32543	810	ENA SERVICES LLC	10/14/13	Internet service for September 2013	\$1,461.00
32544	811	FAEGRE BAKER DANIELS	10/14/13	Legal Assistance on personnel matters	\$355.00
32545	812	FLEX-PAC INC	10/14/13	Toilet Tissue, Paper Towels, Cleaning supplies	\$337.69
32546	813	GALE/CENGAGE LEARNING	10/14/13	Books	\$3,681.58
32547	814	HP PRODUCTS	10/14/13	Trash Bags, Gloves, Vacuum Bags	\$156.18
32548	815	HR SPECIALIST	10/14/13	HR Specialist, 12 Issues	\$97.00
32549	816	INDIANA DEPT. OF WORKFOR	10/14/13	3rd Quarter 2013 Unemployment Compensation Pymt	\$120.10
32550	817	INDIANA STATE LIBRARY	10/14/13	PLAC Sales, 3rd Qtr 2013 (#068152)	\$50.00
32551	818	KARLA HAUSENFLECK	10/14/13	Mileage 8/25 - 8/26/13: CYPD	\$148.03
32552	819	KONE, INC.	10/14/13	DeM: Elevator maintenance agreement 4th quarter 2013	\$381.93
32553	820	LINDA POORTENGA	10/14/13	Mileage 8/24-9/20/13: Counterparts, B2B Meetings, and Bank Deposit	\$96.28
32554	821	MAGAZINE SUBSCRIPTION SE	10/14/13	Annual Jan-May Magazine Renewals	\$5,367.56
32555	822	MIDWEST TAPE	10/14/13	DVDs	\$144.36
32556	823	NIPSCO	10/14/13	Wh: Gas & Electric Service 9/3-10/2/13	\$2,050.76

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
32557	824	NORWEJ	10/14/13	DeM: Water Construction Permit, Parts to connect to town water	\$186.00
32558	825	OSBY WATER CONDITIONING	10/14/13	Wh. Water softener chemicals	\$115.00
32559	826	PATTY STRINGFELLOW	10/14/13	Mileage 8/7-10/5/13 LC Meeting, Mgt Meeting, MLCS Annual Meeting	\$137.30
32560	827	PEGGY WOODS	10/14/13	Mileage 6/11-10/2/13 AV shopping, Snack Supplies, Staff Development Day Supplies, Post Office, AV Returns, Demotte State Bank to get \$ for supplies	\$20.68
32561	828	PRECISION CONTROL SYSTE	10/14/13	DeM: Disconnect, remove, & return defective compressors; install 2 new Carlyle compressors; adapt existing refrigerant piping; install new cores; install 4 contactors; install phase monitor; recharge; replace compacity control package and head gasket; replace 2 unloader assemblies and gaskets; replace discharge service valve; add refrigerant.	\$23,506.50
32562	829	RAINBOW BOOK COMPANY	10/14/13	Children Books	\$3,542.68
32563	830	RACHAEL CAVINDER	10/14/13	Mileage 9/10-9/16/13: Management Meeting, Every Child Ready to Read Workshop, Head Start preschool visit	\$20.34
32564	831	RENSSELAER ROTARY CLUB	10/14/13	July & August dues and meals	\$108.00
32565	832	ROBIN STEELE	10/14/13	Mileage 9/30/13 Customer Service Workshop	\$9.04
32566	833	SCHOLASTIC LIBRARY	10/14/13	Continuations	\$156.00
32567	834	SIMPLEXGRINNELL	10/14/13	Wh: Checked Dialer on Fire System	\$416.00
32568	835	THE LIBRARY CORPORATION	10/14/13	Library Serials Support Nov 2013-Oct. 2014	\$2,482.00
32569	836	TRUGREEN PROCESSING CE	10/14/13	Rens: Micronutrient Fertilizer; WH: Ornamental Bed Weed Control	\$406.00
32570	837	ULINE	10/14/13	CD cases	\$226.36
32571	838	UNIQUE MANAGEMENT SERVI	10/14/13	Collections: Initial/Secondary Placements- September	\$170.05
32572	839	VISION SERVICE PLAN- (IN)	10/14/13	Vision Premium, 18 employees October 2013	\$192.41
32573	840	WALL STREET JOURNAL	10/14/13	Ren; 2yr newspaper subscription	\$796.80
32574	841	WAL-MART COMMUNITY/GEC	10/14/13	Dvds, Cake Decorating Program Expenses, Cds, Cleaning Supplies, Band Aids, Children's Supplies, Milk and Cookies Program Expenses, Teen Supplies, Staff Anniversary Expenses, Marketing supplies, Staff Development Day Expenses	\$783.69
32575	842	WASTE MANAGEMENT	10/14/13	DeM: Trash Pick-up, October	\$80.22
32576	843	ZIESE PLUMBING, HEATING, &	10/14/13	Rens: Install domestic hot water mixing valve and expansion tanks	\$808.00
0	844	ALLIANCE BANK	10/10/13	Direct Deposit Fees September 2013	\$37.30
0	845	BILL HROMADA	10/10/13	Courier Mileage 9/16-9/30/13 (conf#48)	\$350.30
0	846	DENISE HAVENS	10/10/13	Substitute Courier Mileage 9/25/13 (conf#47)	\$35.03
0	847	GREAT-WEST RETIREMENT S	10/10/13	Annuity Withheld 10/10/13 payroll (Conf. #51)	\$1,536.20
0	848	INDIANA DEPARTMENT OF RE	10/10/13	EFT-State & County Taxes w/held September 2013 Payrolls, Ref #93225	\$5,801.17
0	849	INPRS fbo PERF	10/10/13	10/10/13 Payroll Contributions	\$5,125.66
0	850	IRS USA TAXPAYMENT	10/10/13	EFT-Fica Federal Taxes W/held 10/10/13 Ref #41716694	\$10,927.80
0	851	TOWN OF DEMOTTE	10/10/13	DeM: sewer-September 2013 (conf#50)	\$71.90
0	852	TOWN OF WHEATFIELD	10/10/13	Wh: sewer- October 2013 (conf#49)	\$56.65
32577	853	CIRCLE R ELECTRIC, INC.	10/14/13	DeM: Furnish and install a 250W MH lamp in parking lot pole light and tighten loose pole light	\$197.10
32578	854	MARTY A. WEAVER	10/14/13	DeM: Cut and remove large ash tree located on northeast end of library building, grind stump	\$900.00
32579	855	MOHLER ARCHITECTS, P.C.	10/14/13	Rens: re-roof specs	\$4,092.00
32580	856	NIPSCO	10/14/13	DeM: Gas & Electric Service 9/5-10/7/13	\$3,345.88
32581	857	RAYANN GILMORE	10/14/13	Mileage 9/5-10/11/13: Bank deposits, Deliver Board packets, Board Meeting, HR Workshop; Staff Development Day Expenses	\$81.92
32582	858	RELIANCE LABEL SOLUTIONS	10/14/13	Barcode labels	\$622.80

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
Total Amount of Claims					\$160,128.75

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, October 14, 2013

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$160,128.75

Date this 14th day of October, 2013.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

NOVEMBER

Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, November 11, 2013, 6pm
Rensselaer Public Library

Opening of Meeting

Moment of Silence

Approval of Consent Agenda & Consent Agenda Items

Action

Minutes of October Board Meeting
 Bills/Financial Reports
 Policy Review (R 10; R 15; R 22)

General Business

Rensselaer Library Re-Roof Project- Award Contract (R 22)	Action
Technical Services Librarian & Systems Administrator	
Annual Reports (R 22)	Information
Health Insurance (R 22-R 23)	Information
2014 Slate of Officers (R 23)	Information
Year-End Board Meeting (R 23)	Information

Director's Report (R 22-R 26)

Information

Items for Future Agendas**Public Forum****Adjournment**

MINUTES

Jasper County Public Library Board of Trustees
6:00 PM

October 14, 2013
Rensselaer Library

Present: Jody Melton, Natalie Waling, Timothy Schultz, Janet Umlauf, Mari Anne Sayler, Janelle Harper, Patricia Stringfellow, Rayann Gilmore, Harry Mohler, Russ Bailey, Justin Frazier

Absent: Deana George

Agenda & Consent Agenda Approval: J. Umlauf moved to add the Steinke Construction Project Request to the agenda, General Business, seconded by M. Sayler. Motion passed. The Consent Agenda and Consent Agenda items: September Board Meeting Minutes, bills/financial reports, reviews of Public Forum Policy, Library Credit Card Policy, and Harassment/Discrimination Policy were approved as presented on a motion by J. Melton, seconded by M. Sayler. Motion passed.

Steinke Construction Project Request: P. Stringfellow introduced Justin Frazier of TBIRD Designs, Civil Engineer for the Steinke Funeral Home Construction Project. She explained that she had first been contacted by Justin on September 17. At that time he explained that the Steinke Funeral Home was doing a parking expansion that involved a small storm sewer that would need to tie-in to a storm sewer located on Library property and needed to know who he should be in contact with regarding permission to do this. P. Stringfellow told him that a letter could be mailed to the Library Board in care of the Director. Nothing more was heard from Justin. On Thursday, October 10, P. Stringfellow was contacted by Jerry Lockridge from the City of Rensselaer. He explained that the city had reviewed plans for the Steinke Parking Expansion that involved running an outlet pipe from a retention basin and connecting it to the city's combined sewer located on the northwest corner of Library property. As a courtesy he was contacting the Library to let us know that the City approved these plans. On Friday, October 11, Mike Robertson, the contractor for Steinke, contacted P. Stringfellow to request that Justin Frazier be put on the agenda for the October 14th Board Meeting. He also met with her to show where digging would occur if permission is given. Justin explained to the Board that a 6" pipe coming from a detention pond would need to be connected to an existing storm drain on Library property. The contractor would also be replacing 40' of pipe on the Library's property with a larger pipe. Concerns discussed included the safety of pedestrians crossing library property during construction, the health of the memorial trees on property, the status of the yard after the digging, and questions/additional permissions that might arise during the project that need further study. T. Schultz moved that the President name a temporary ad hoc committee to study issues related to the Steinke Construction Project Request as needed, seconded by J. Melton. Motion passed. President, N. Waling, named T. Schultz and J. Melton to this temporary ad hoc committee. The Board requested that a Memorandum of Understanding be put together to address concerns with Library attorneys reviewing the Memorandum of Understanding to ensure all concerns are addressed appropriately. J. Umlauf moved to approve the Steinke Construction Project Request on the resolution of the three concerns: hold harmless, restoration of the ground to existing condition, and certificate of liability, pending review of the attorney. The motion was seconded by J. Melton. Motion passed.

Rensselaer Library- Specifications for Re-Roof Project: Architect, Harry Mohler, and Attorney, Russ Bailey, presented the specifications for the Rensselaer Library's re-roof project. The specifications explain that the material for the project is to be purchased by mid-December and delivered to the Jasper County Highway Garage where it will be stored until March 1st or when the work will be done. The Library plans to pay for materials this year and labor next year. The specifications also ask for bids for a shingle roof and a metal roof. The newspaper ad will need

to run twice in October. A pre-bid meeting, where the contractors can meet with Harry, is scheduled for October 29. The public bid opening is scheduled to be held November 6, with Patty and Harry attending. Bids will be read aloud. Harry will then review the bids and make his recommendation at the November 11th Board Meeting. The contract will also be awarded at this Board Meeting. J. Melton moved to proceed with seeking bids, using the presented timeline, seconded by M. Sayler. Motion passed.

Budget 2013 Adoption: P. Stringfellow reviewed with the board that the 2014 budget has been advertised and a public hearing held with no public objections. The final step is to adopt the budget, sign the required forms, and submit to DLGF. Budget totals are: Operating Fund \$2,436,838; Library Improvement Reserve Fund \$25,271; Bond & Interest Redemption Fund \$323,010. The 2014 budget was adopted with a motion by J. Melton, seconded by J. Umlauf. Motion was unanimously passed.

Advanced Tax Draw Resolution: To receive tax revenue as early as possible an Advanced Tax Draw request must be made to the County Auditor. The request is valid for 30 days. T. Schultz made a motion to request an advanced draw. M. Sayler seconded the motion. Motion passed

2014 Slate of Officers: The nominating committee, J. Umlauf (chairperson), N. Waling, and T. Schultz, will present a slate of officers for 2014 at the November Board Meeting. Board members can only serve two consecutive years in the same office. Election of officers will be at the December Board Meeting.

Director's Report: Harry Mohler visited the DeMotte Library on September 30 checking the status of the concrete floor. He reported little to no change.

This year we had the option for an early renewal on our health insurance. In July the Board voted to exercise this option which was to result in renewal information arriving around October 1, based on current regulations with new rates arriving November 1 based upon the new regulations. Our agent encouraged us to take advantage of this early renewal as it would result in two options for the Board to consider. Our account manager contacted us on October 6 to report "We have been told that the renewals will not be delivered to our office until late October. This is not at all what were promised nor is it the standard timeline for renewals from Anthem or any other carrier." She is referencing the early renewal. She is not happy as we won't have much time to consider these early renewals with this late-in-the-month arrival.

The Town of DeMotte has indicated that they are ready for the DeMotte Library to hook-up to the town water. Hamstra Group was contacted and is preparing a quote for this work.

The ash tree located on the north side of the DeMotte Library building has been removed. The tree was infected with ash borer disease and needed to be taken down.

Adjournment: With no further matters for discussion N. Waling adjourned the meeting at 6:55 PM.


Janelle Harper, Secretary Pro-Tem


Attest: Natalie Waling, President

CIRCULATION BY HOLDINGS CODE
October 2013

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	16	2	1	19
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJBPF)	0	0	0	0
Award Winning fiction (DAWFIC)	11	0	1	12
Award Winning non-fiction (DAWNF)	1	0	0	1
Award Winner YAFIC (DAYAF)	0	0	0	0
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	72	2	1	75
Blu-Ray (DBR)	76	0	0	76
Books on CD (DBKCD)	175	13	2	190
Books on Tape (DBKT)	5	0	0	5
Compact Disc (DCD)	273	20	1	294
Digital Audiobooks (DDA)	15	0	0	15
DVD (DDVD)	1679	26	7	1712
Equipment (DEQP)	78	0	0	78
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	35	0	0	35
Fiction (DFIC)	726	13	20	759
Fiction Fantasy (DFICF)	6	0	0	6
Fiction Mystery (DFICM)	94	9	1	104
Fiction New (DFICNEW)	449	13	17	479
Fiction Science Fiction (DFICSF)	10	2	3	15
Fiction Western (DFICW)	9	0	0	9
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	63	0	1	64
Hanging Bags (DHANG)	16	0	0	16
ILL (DILL)	49	0	1	50
Internet (DINTER)	1021	0	0	1021
Juv. Audio book (DJAUDB)	16	2	0	18
Juv. Biography (DJBIO)	54	1	2	57
Juv. Book on CD (DJBKCD)	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	34	0	0	34
Juvenile Easy (DJE)	642	11	7	660
Juv. Easy Non-fiction (DJENF)	97	2	0	99
Juv. Easy Reader (DJER)	407	4	2	413
Juv. Fiction (DJFIC)	419	18	3	440
Juv. Holiday books (DJHOL)	153	5	1	159
Juv. Magazine (DJMAG)	42	0	0	42
Juv. Music Cassette (DJMC)	1	0	0	1
Juv. Nonfiction (DJNF)	296	15	11	322
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	3	0	0	3
Juv. Toddler (DJTOD)	132	0	0	132

Large Print Fiction (DLPF)	236	15	2	253
Large Print Nonfic (DLPNF)	9	0	0	9
Magazine (DMAG)	677	12	12	701
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	10	2	0	12
Nonfiction 100 (DNF100)	50	1	1	52
Nonfiction 200 (DNF200)	27	4	1	32
Nonfiction 300 (DNF300)	61	2	0	63
Nonfiction 400 (DNF400)	5	0	0	5
Nonfiction 500 (DNF500)	23	4	0	27
Nonfiction 600 (DNF600)	163	6	2	171
Nonfiction 700 (DNF700)	50	6	1	57
Nonfiction 800 (DNF800)	10	1	0	11
Nonfiction 900 (DNF900)	69	1	1	71
Nonfiction Blu-Ray (DNFBR)	3	0	0	3
Nonfiction DVD (DNFDVD)	113	1	0	114
Nonfiction (DNFIC)	0	0	0	0
Nonfiction New (DNFNEW)	133	7	3	143
Nonfiction VHS (DNFVHS)	5	1	0	6
Oversize (DOVER)	0	0	0	0
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	7	0	0	7
Reference (DREF)	0	0	0	0
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	27	0	0	27
Software (DSWAR)	14	1	0	15
Vertical File (DVF)	0	0	0	0
VHS (DVHS)	15	2	1	18
YA Audio book (DYAUDB)	4	1	1	6
YA Biography (DYAB)	1	0	0	1
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	148	6	6	160
YA Music CD (DYACD)	3	0	0	3
YA Nonfiction (DYANF)	10	1	0	11
YA Paperback Fic (DYAPBF)	0	0	0	0
Storage (DZSTO)	7	0	0	7
Award Winner JBIO (RAJBIO)	0	0	0	0
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	8	39	0	47
Blu-Ray (RBR)	0	171	0	171
Books on CD (RBKCD)	4	162	1	167
Books on Tape (RBKT)	0	0	0	0
Compact Disc (RCD)	3	230	2	235
Digital Audiobooks (RDA)	0	26	0	26
DVD (RDVD)	22	3057	10	3089
Equipment (REQP)	0	45	0	45
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	38	0	38
Fiction (RFIC)	25	591	16	632
Fiction New (RFICNEW)	16	446	11	473

Genealogy (RGENE)	0	0	0	0
Genealogy Mag (RGMAG)	0	1	0	1
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	6	183	7	196
Hanging Bag (RHANG)	0	9	0	9
ILL (RILL)	1	75	0	76
Internet (RINTER)	0	1602	0	1602
Juv. Audio book (RJAUDB)	1	8	1	10
Juv. Biography (RJBIO)	4	68	2	74
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	1	26	1	28
Juvenile Easy (RJE)	7	768	7	782
Juv. Easy Non-fiction (RJENF)	0	63	0	63
Juv. Easy Reader (RJER)	0	314	4	318
Juv. Fiction (RJFIC)	9	612	3	624
Juv. Magazine (RJMAG)	0	41	3	44
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	16	596	10	622
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	0	0	0
Juv. Reference (RJREF)	0	15	0	15
Juv. Toddler (RJTOD)	2	243	0	245
Large Print Fiction (RLPF)	21	235	5	261
Large Print Nonfic (RLPNF)	0	15	1	16
Magazine (RMAG)	9	470	3	482
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	0	16	0	16
Non-Fiction 100 (RNF100)	2	40	1	43
Non-Fiction 200 (RNF200)	2	23	0	25
Non-Fiction 300 (RNF300)	3	51	2	56
Non-Fiction 400 (RNF400)	2	14	0	16
Non-Fiction 500 (RNF500)	0	34	0	34
Non-Fiction 600 (RNF600)	26	189	3	218
Non-Fiction 700 (RNF700)	4	81	1	86
Non-Fiction 800 (RNF800)	0	11	1	12
Non-Fiction 900 (RNF900)	2	43	3	48
Nonfiction Blu-Ray (RNFBR)	0	8	0	8
Nonfiction DVD (RNFDVD)	3	215	6	224
Nonfiction (RNFIC)	1	43	2	46
Nonfiction new (RNFNEW)	9	222	2	233
Nonfiction VHS (RNFVHS)	0	3	0	3
Oversize (ROVER)	0	3	0	3
Professional Coll. (RPRO)	0	3	0	3
Reference (REF)	0	0	0	0
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	10	0	10
Software (RSWAR)	0	35	0	35
Vertical File (RVF)	0	0	0	0
VHS (RVHS)	0	2	0	2
YA Audio book (RYAUDB)	0	5	1	6
YA Biography (RYAB)	0	2	0	2

YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	9	180	7	196
YA Music CD (RYACD)	3	87	1	91
YA Nonfiction (RYANF)	1	15	1	17
YA Paperback Fic (RYAPBF)	0	0	0	0
Storage (RZSTO)	0	0	0	0
Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	2	4	23	29
Blu-Ray (WBR)	2	1	149	152
Books on CD (WBKCD)	12	30	136	178
Books on Tape (WBKT)	0	0	3	3
Compact Disc (WCD)	7	6	222	235
Digital Audiobooks (WDA)	0	0	15	15
DVD (WDVD)	17	21	2016	2054
Equipment (WEQP)	0	0	23	23
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	21	21
Fiction (WFIC)	48	21	316	385
Fiction Fantasy (WFICF)	0	1	10	11
Fiction Mystery (WFICM)	6	2	50	58
Fiction New (WFICNEW)	18	21	290	329
Fiction Science Fiction (WFICSF)	0	0	5	5
Fiction Western (WFICW)	2	0	2	4
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	1	0	26	27
Hanging Bags (WHANG)	0	0	13	13
ILL (WILL)	0	0	34	34
Internet (WINTER)	0	0	621	621
Juv. Audio book (WJAUDB)	0	1	1	2
Juv. Biography (WJBIO)	1	4	18	23
Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	0	0
Juv. Compact Disc (WJCD)	0	0	48	48
Juvenile Easy (WJE)	10	37	588	635
Juv. Easy Non-fiction (WJENF)	0	2	56	58
Juv. Easy Reader (WJER)	0	2	382	384
Juv. Fiction (WJFIC)	22	32	346	400
Juv. Magazine (WJMAG)	0	0	30	30
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	15	7	242	264
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	5	5
Juv. Toddler (WJTOD)	2	5	121	128
Large Print Fiction (WLPF)	23	6	93	122
Large Print Nonfic (WLPNF)	1	0	7	8
Magazine (WMAG)	25	0	376	401
Non-Fiction 000 (WNF000)	2	0	3	5
Non-Fiction 100 (WNF100)	1	1	8	10
Non-Fiction 200 (WNF200)	5	6	13	24
Non-Fiction 300 (WNF300)	3	2	8	13
Non-Fiction 400 (WNF400)	0	1	1	2

Non-Fiction 500 (WNF500)	1	0	12	13
Non-Fiction 600 (WNF600)	10	4	87	101
Non-Fiction 700 (WNF700)	1	0	16	17
Non-Fiction 800 (WNF800)	0	1	9	10
Non-Fiction 900 (WNF900)	2	3	11	16
Nonfiction Blu-Ray (WNFBR)	0	0	0	0
Nonfiction DVD (WNFDVD)	5	0	125	130
Nonfiction (WNFIC)	1	0	1	2
Nonfiction New (WNFNEW)	12	7	63	82
Nonfiction VHS (WNFVHS)	0	0	0	0
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	0	0	2	2
Software (WSWAR)	0	1	11	12
Vertical File (WVF)	0	0	2	2
VHS (WVHS)	0	0	17	17
YA Audio book (WYAUDB)	2	0	8	10
YA Biography (WYAB)	0	0	0	0
YA Books on CD (WYABKCD)	0	4	9	13
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	11	30	194	235
YA Music CD (WYACD)	0	0	0	0
YA Nonfiction (WYANF)	0	3	8	11
YA Paperback Fic (WYAPBF)	0	0	0	0
Storage (WZSTO)	2	0	0	2
TOTAL	9549	11982	7127	28658

CIRCULATION BY HOLDINGS CODE
October 2013

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	16	2	1	19
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	11	0	1	12
Award Winning non-fiction (AWNFI)	1	0	0	1
Award Winner YAFIC (AYAF)	0	0	0	0
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	82	45	24	151
Blu-Ray (BR)	81	180	149	410
Books on CD (BKCD)	191	205	139	535
Books on Tape (BKT)	5	0	3	8
Compact Disc (CD)	283	256	225	764
Digital Audiobooks (DA)	15	26	15	56
DVD (DVD)	1718	3104	2033	6855
Equipment (EQP)	78	45	23	146
See librarian (ERR)	0	0	0	0

Express Book (EXP)	35	38	21	94
Fiction (FIC)	799	625	352	1776
Fiction Fantasy (FICF)	6	1	10	17
Fiction Mystery (FICM)	100	11	51	162
Fiction New (FICNEW)	483	480	318	1281
Fiction Science Fiction (FICSF)	10	2	8	20
Fiction Western (FICW)	11	0	2	13
Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	1	0	1
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	70	183	34	287
Hanging Bags (HANG)	16	9	13	38
ILL (ILL)	50	75	35	160
Internet (INTR)	1021	1602	621	3244
Juv. Audio book (JAUDB)	17	11	2	30
Juv. Biography (JBIO)	59	73	22	154
Juv. Book on CD (JBOD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	0	0
Juv. Compact Disc (JCD)	35	26	49	110
Juvenile Easy (JE)	659	816	602	2077
Juv. Easy Non-Fiction (JENF)	97	67	56	220
Juv. Easy Reader (JER)	407	320	388	1115
Juv. Fiction (JFIC)	450	662	352	1464
Juv. Holiday (JHOL)	153	5	1	159
Juv. Magazine (JMAG)	42	41	33	116
Juv. Music Cassette (JMC)	1	0	0	1
Juv. Nonfiction (JNF)	327	618	263	1208
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	0	0	0
Juv. Reference (JREF)	3	15	5	23
Juv. Toddler (JTOD)	136	248	121	505
Large Print Fiction (LPF)	280	256	100	636
Large Print Nonfic (LPNF)	10	15	8	33
Magazine (MAG)	711	482	391	1584
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	12	18	3	33
Non-Fiction 100 (NF100)	53	42	10	105
Non-Fiction 200 (NF200)	34	33	14	81
Non-Fiction 300 (NF300)	67	55	10	132
Non-Fiction 400 (NF400)	7	15	1	23
Non-Fiction 500 (NF500)	24	38	12	74
Non-Fiction 600 (NF600)	199	199	92	490
Non-Fiction 700 (NF700)	55	87	18	160
Non-Fiction 800 (NF800)	10	13	10	33
Non-Fiction 900 (NF900)	73	47	15	135
Non-Fiction Blu-Ray (NFBR)	0	0	0	0
Non-Fiction DVD (NFDVD)	121	216	131	468
Nonfiction (NFIC)	2	43	3	48
Nonfiction New (NFNEW)	154	236	68	458
Nonfiction VHS (NFVH)	5	4	0	9
Oversize (OVER)	0	3	0	3
Professional Coll. (PROF)	0	3	0	3
Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	7	0	0	7

Reference (REF)	48	58	46	152
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	27	10	2	39
Software (SWAR)	14	37	11	62
Vertical File (VF)	0	0	6	6
VHS	15	4	18	37
YA Audio book (YAUDB)	6	6	10	22
YA Biography (YAB)	1	2	0	3
YA Books on CD (YABKCD)	0	4	9	13
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	168	216	207	591
YA Music CD (YACD)	6	87	1	94
YA Nonfiction (YANF)	11	19	9	39
YA Paperback Fic (YAPBF)	0	0	0	0
Storage (ZSTO)	9	0	0	9
				0
Free reads	666	591	161	1418
Games/Puzzles	14	19	0	33
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	10277	12650	7338	30265

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	2399	2004	1023	5426
Nonfiction	907	1035	371	2313
CHILDREN'S BOOKS				
Fiction	1679	2048	1465	5192
Nonfiction	647	778	347	1772
YA BOOKS				
Fiction	238	399	241	878
Nonfiction	12	21	9	42
Magazines, Adult	711	483	391	1585
Magazines, Children	42	41	33	116
Sound Recordings, adult	500	497	401	1398
Sound Recordings, ch	75	133	65	273
Online databases	0	0	0	0
Software	14	37	11	62
Vertical file	0	0	6	6
VHS/DVD/Blu-Ray	1940	3508	2331	7779
Equipment	78	45	23	146
Total	9242	11029	6717	26988
A-V Circulation	2529	4175	2808	9512
A-V Circulation as % of total	27.4%	37.9%	41.8%	35.2%

DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION	
Start of Month	End of Month	Start of Month	End of Month	Start of Month	End of Month
Volumes	Volumes	Volumes	Volumes	Volumes	Volumes
XX					
					ADULT BOOKS
22,266	21,913	13,216	13,363	13,947	14,085 Fiction
19,604	19,689	20,339	20,201	10,061	10,034 Nonfiction
					CHILDREN'S BKS
14,728	14,819	12,639	12,700	10,997	11,040 Fiction
8,110	8,124	6,678	6,676	5,816	5,827 Nonfiction
					YA BOOKS
2,136	2,164	3,015	2,963	2,277	2,304 Fiction
579	580	753	749	133	133 Nonfiction
					0 Magazines,Adult
					0 Magazines, Child
0	0	20	20	0	0 Games, Toys
3,504	3,546	3,943	3,965	3,967	3,999 Sound Rec/Adult
755	756	595	597	824	824 Sound Rec/Child
18	18	29	29	7	7 Online Databases
372	372	336	335	177	177 Software
0	0			4	4 Vertical Files
4,436	4,470	7,174	7,184	3,979	4,042 VHS/DVD/Blu-ray
118	118	142	142	57	57 Equipment
76,626	76,569	68,879	68,924	52,246	52,533 TOTAL
XX					

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

October 2013

R5

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
		Hrs.		Hrs.		Hrs.		
INTRALIBRARY LOANS FILLED	195	42	204	44	321	70	720	156
LOCAL HISTORY								
In person	2	1	7	2	32	9	41	12
Letters written	4	4	8	8	0	0	12	12
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use-Wired	1021	43	1602	67	621	26	3244	135
Internet use-Wireless	1125		2001		579		3705	
Computer software used	301	25	239	20	121	10	661	55
VCR Use	0	0	0	0	3	0	3	0
Microforms	16	2	20	3	0	0	36	5
CD ROM/Online databases	164	14	303	25	109	9	576	48
Typewriter use	0	0	0	0	0	0	0	0
Other equipment used	0	0	7	2	0	0	7	2
OTHER LIBRARY SERVICES USED								
Outreach activities	54	54	15	10	0	0	69	46
Notarized documents	5	1	7	2	3	1	15	4
Meeting Room Use (no. of group)	46	15	52	17	42	14	140	47
Study room use	28	2	38	3	33	3	99	8
Proctoring	0	0	0	0	0	0	0	0
Tax Forms distributed	0	0	0	0	0	0	0	0
Pull Requests	0	0	0	0	0	0	0	0
E-books downloaded							805	
IN-HOUSE USE ITEMS	396		437		307		1140	
SELF-CHECKOUT USE	319		1037		442		1798	
INTERLIBRARY LOANS								
Requests made for:	71	18	40	10	33	8	144	36
Items rec'd for:	48	24	58	29	42	21	148	74
Items requested by other libraries	0		0		0		0	
Items supplied to other libraries	0	0	0	0	0	0	0	0

REGISTRATIONS

Total Borrowers	8400	8623	4934	21957
Non-resident, paying	1	1	0	2
PLAC card users	0	2	1	3
Reciprocal borrowers	365	538	127	1030
Number of New Patrons Added	59	45	37	

PROGRAMS

DeMotte	Rensselaer	Wheatfield	TOTAL	HOURS SPENT
Hrs.	Hrs.	Hrs.		

Programs for all ages	1	6	1	6	0	0	2	12
Children's Programs (0-13)	6	36	18	108	11	66	35	210
Number attending	147		272		252		671	
YA Programs (14-17)	7	42	3	18	3	18	13	78
Number attending	34		45		17		96	
Adult Programs	1	6	12	72	2	12	15	90
Number attending	68		229		49		346	
Senior Citizen Programs	7	42	4	24	2	12	13	78
Number attending	92		69		25		186	
Total Number of Programs	22	132	38	228	18	108	78	468
Total Persons Attending	341		615		343		1299	
Total Attending Same Month Last Yr.	266		625		308		1199	
Total Staff Hours Spent		377		470		279	1126	1108
Total Number of In-House Program	20		35		15		70	
Total Attendance	250		574		205		1029	
Total Number of Outreach Program	2		3		3		8	
Total Attendance	91		41		138		270	

CIRCULATION BY PATRON CODE

PATRONS	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	6800	75.2%	6992	64.9%	4366	66.2%	18158	68.7%
Corporate	94	1.0%	157	1.5%	0	0.0%	251	1.0%
Juvenile 0-11	66	0.7%	338	3.1%	186	2.8%	590	2.2%
Juvenile-AV	1172	13.0%	1400	13.0%	870	13.2%	3442	13.0%
Nonresident No Fee	0	0.0%	0	0.0%	2	0.0%	2	0.0%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Adult	270	3.0%	456	4.2%	140	2.1%	866	3.3%
Reciprocal Juvenile	0	0.0%	2	0.0%	0	0.0%	2	0.0%
Reciprocal Juvenile AV	0	0.0%	9	0.1%	7	0.1%	16	0.1%
Reciprocal YA	0	0.0%	2	0.0%	0	0.0%	2	0.0%
Reciprocal YA AV	0	0.0%	0	0.0%	0	0.0%	0	0.0%
School	0	0.0%	15	0.1%	0	0.0%	15	0.1%
School AV	0	0.0%	9	0.1%	0	0.0%	9	0.0%
St. Joseph College	0	0.0%	133	1.2%	0	0.0%	133	0.5%
Staff	388	4.3%	741	6.9%	588	8.9%	1717	6.5%
Walking books	75	0.8%	74	0.7%	0	0.0%	149	0.6%
YA 12-17	31	0.3%	65	0.6%	15	0.2%	111	3.6%
YA-AV	150	1.7%	376	3.5%	425	6.4%	951	3.6%
Total	9046		10769		6599		26414	
 All items borrowed by nonresidents	 270	 3.0%	 626	 5.8%	 149	 2.3%	 1045	 4.0%

Materials Selection Policy

LIBRARY BILL OF RIGHTS

The Library Bill of Rights, which follows, is as precise and concise a statement of our beliefs as can be found. We have adopted it as a part of our overall selection policy.

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

The library sets as its major goals in materials selection: to inform, enrich and empower all residents of the library's service district.

The phrase "library materials" as it occurs in this policy has the widest possible meaning. Included are such materials as books, magazines, movies, audio books, e-books, music and computer software.

Ultimate responsibility for materials selection rests with the Director, who operates within the framework of this selection policy adopted by the Library Board. Actual materials selection is done by librarians and other qualified personnel.

No new format may be added without Board approval.

BUILDING THE COLLECTION

The collection, taken as a whole, will be an excellent and unbiased source of information and recreation. It will include as wide a selection as possible. Subjects and viewpoints will be covered in sufficient depth to meet anticipated and expressed needs.

Selection of materials by the Library does not mean endorsement of the contents or views expressed in those materials. The collection as a whole will be sufficiently diverse to promote no causes, to further no movements, and to endorse no viewpoints.

A. By Library

A special effort is made to adapt each collection to the community which it serves and to keep up with population growth and expanding information needs of the various communities.

1. Rensselaer Headquarters and the DeMotte Library: These libraries will provide well-rounded collections of reference and circulating materials for use by the public, including the more specialized reference and bibliographic aids for the system.
2. Wheatfield Library: The Wheatfield Library will make available materials that will satisfy the general and frequent needs of its community. Selection is not limited to materials purchased for the other libraries.
3. Specialized Collections: To more economically use library funds, each library will be responsible for providing more in depth materials and staff expertise in using those materials in certain fields. Staff in that library will then provide needed information in those fields to patrons at any library in the system.

The Rensselaer Library will be responsible for providing in depth collections and expertise in the areas of Business and Grants. The DeMotte Library will be responsible for providing in depth collections and expertise in the areas of law and biographical reference. The Wheatfield Library will be responsible for providing the in depth collection and expertise in the area of health.

B. By Age Group

1. Adult: Selection must be as broad in scope as the interests and needs of the community. Besides aiming at variety and depth, it must recognize a wide range of reading ability and taste.
2. Young Adult: Each library will maintain a collection for young people aged approximately 11-17. This collection is intended primarily as a bridge between children and adult collections. Some titles appear in both the adult and young adult collections or in the children's and young adult collections.

3. Juvenile: This collection will endeavor to satisfy the informational, recreational, and cultural reading interests and needs of children from birth to age 12 14.

CRITERIA FOR SELECTION

All acquisitions, whether purchased or donated, will be selected in accordance with one or more of the following criteria:

- Critical reviews and information in professional selection aids
- Effectiveness of style, format and content for intended audience
- Need for breadth and diversity of viewpoints and subjects within the collection
- Relation to existing collection and other materials on the subject
- Reputation and significance of author, publisher, composer and/or artist
- Patron interest
- Cost
- Contemporary significance or permanent value
- Format

The Library recognizes that many materials are controversial and that any given item may offend some patrons. The choice of library materials by users is an individual matter. A person may reject certain items for himself/herself or for his/her family, but he/she does not have the right to restrict access to these materials by others. Selection will not be made on the basis of any anticipated approval or disapproval, but on the merits of the work as it relates to the criteria listed.

The library cannot limit its selection to materials suitable for children and adolescents, but must consider its adult audience; therefore, some materials may be deemed by parents as inappropriate for their children. Since parents' feelings differ and children of the same age differ greatly in levels of maturity the library will not act as judge of what materials a child is mature enough to borrow. This responsibility must remain with the parent.

LOCAL HISTORY

The Jasper County Public Library recognizes the need to collect materials pertaining to the history and past residents of Jasper County.

The Rensselaer, DeMotte and Wheatfield Libraries will collect and retain a copy of all written and photographic materials reasonably available pertaining to the specific communities within which those branches are located. These materials should include oral and written histories of community families. In most cases, the Library is not able to accept clothing and other such historical memorabilia.

The Rensselaer Library is charged with maintaining a specialized genealogy and local history collection concerning Jasper County and the State of Indiana. The DeMotte Library will collect and retain a copy of all materials reasonably available pertaining to the history of the Kankakee Valley area.

GIFTS

Gifts are accepted subject to the following limitations:

1. The Library retains the right to accept or reject any gift.
2. The Library retains the unconditional ownership of the gift.
3. The Library makes the final decision on its use or other disposition of the gift.
4. The Library reserves the right to decide the conditions of display, housing and access to the materials.

COMPLAINTS

Complaints concerning specific materials in the collection should be discussed with the appropriate department or Agency Librarian, and/or Director. If a satisfactory resolution is not reached, the patron may make a written complaint using a Request for Reconsideration Form which will be reviewed by a staff committee appointed by the Director. The patron will be notified when the committee has made a determination.

If requested, the decision of the committee may be referred to the Library Board who will determine if Library policy has been followed.

COLLECTION MAINTENANCE

Except in the area of local history, JCPL is not a library of historical record. Therefore, to ensure a vital and useful collection, materials no longer useful to the library system will be disposed of according to good library practice and retention schedules.

USE OF LIBRARY MATERIALS

Library materials are not marked or identified to show approval or disapproval of the contents, and no book or other item is sequestered except for the purposes of protection from injury or theft.

Adopted June 18, 1948. Amended 2/61, 6/67, and 1/80 by the ALA Council
Policy revised 11/96, 11/99; 11/01; 11/03; 11/09; 11/11; 11/13

Library Cards

No library materials (including Overdrive) may be borrowed from the JCPL libraries unless the person has a library card in good standing (no long overdue items, no fines above \$5, card not expired). This does not apply to web based materials.

Persons who reside or pay property taxes on property in the JCPL library district, which includes all of Jasper County except for Carpenter Township/Remington, are eligible for free Jasper County Public Library cards.

Students attending a public or private school in the library district are eligible for free one-year JCPL cards with full borrowing privileges. St. Joseph's College students are eligible for free one-year JCPL cards with full borrowing privileges.

Temporary residents are eligible for a free family card. They must submit their permanent and temporary addresses, with proof, if proof is available. A family may have only one card and may have only five items checked out at any one time. Card will expire after 90 days but is subject to renewal.

Persons living outside the JCPL district may apply for a free JCPL card with full borrowing privileges as a Reciprocal Borrower upon showing a valid resident library card from a library which participates in the Reciprocal Borrowing Program or upon showing a valid PLAC card. Interlibrary loans must be processed at a patron's home library. Reciprocal cards must be renewed annually.

An annual fee is assessed for other out-of-county residents who do not pay property taxes or attend school in Jasper County, but wish to have full library privileges. This fee is the same for children and adults, and is NOT waived for Senior Citizens.

The signature of a parent (biological, foster, step) or legal guardian is required before a borrower's card can be issued to an applicant under the age of 18. Because this signature indicates a willingness to be responsible for a child's borrowed materials, a card will not be issued to a child if the parent or legal guardian's borrowing privileges have been blocked.

A corporation existing within the JCPL district may obtain a card with full borrowing privileges for its employees and/or residents. The corporation then becomes responsible for materials borrowed on its card. Application must be completed and signed by the head of the corporation or the person authorized to take responsibility for charges incurred if materials are not returned or are overdue.

Library cards do have expiration dates. Patrons will be required to pay card balance in full when card is renewed and buy a replacement card if card has been lost (purchasing card does not apply to patrons at Collections). Balance must return to zero at this time. One one-month grace checkout will be allowed when patron is unable to pay balance in full at time of card renewal.

Library Hours

DeMotte: Mon, Tues, Th: 9 AM - 8 PM
Wed: 9 AM - 6 PM
Fri, Sat: 9 AM - 5 PM

Rensselaer: Mon-Th: 9 AM - 8 PM
Fri, Sat: 9 AM - 5 PM
Wheatfield: Mon, Wed, Th.: 9:30 AM - 5:30 PM
Tues: 9:30 AM - 8 PM
Fri, Sat: 9 AM - 5 PM

Loan Periods

Circulating computer software:	3 weeks, with one renewal
Blu-ray/DVD's and VHS, nonfiction	3 weeks, with one renewal
Blu-ray/DVD's and VHS, entertainment:	3 days, with no renewal
Express Books:	1 week, with no renewal
Newspapers	2 days
All other materials:	3 weeks
Equipment for loan:	1 day (longer by special arrangement)
Computer software:	in house use only
VCR/DVD player:	in house use only
E-devices	in house use only

All materials except entertainment Blu-ray, entertainment DVDs, entertainment VHS, and Express Books may be renewed for one additional loan period. If an item is on hold for another patron or on short term loan for a period of time, it may not be renewed.

Books may be borrowed for an extended loan period of 6 weeks (with no renewals) by special arrangement. If a patron has an extended loan item which has been in his/her possession longer than 3 weeks, s/he will be expected to return the item within 3 days after notification that the item has a hold request from another patron.

Entertainment Blu-ray, DVD's and/or VHS for classroom use may be checked out for a one week loan period.

Loan Limits

Blu-ray, VHS/DVDS: 3 entertainment Blu-rays, 3 nonfiction Blu-rays, 3 entertainment DVDs, 3 entertainment VHS, 3 nonfiction VHS, and 3 nonfiction DVD's per adult card. Persons 17 and under may borrow Blu-ray, VHS/DVD's with signed parental permission form.

Circulating computer software: no limit per borrower's card.

Short term loan materials: On some occasions, materials are put on short term loan so that all students in a class have access to the resources.

CD's: 10 adult cds, 10 YA cds, and 10 jcds per borrower's card (multiple CD sets count as one item)

All other materials: Unlimited loan

Fines and Fees

May only be paid in US currency. Fines will never exceed the original cost of the overdue item.

<u>Overdue materials:</u>	Adult/YA Items:	\$.10 per day per item
	Juvenile items	\$.05 per day per item
	Express Books & Blu-ray, VHS and DVDs:	\$1.00 per day per item
	Vertical file:	\$.10 per vertical file heading per day (up to \$1.00 per heading)

<u>Overdue materials referred to collection agency:</u>	\$10.00 per borrower plus overdue fines
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Regarding ILL items, lost or returned damaged, the loaning library determines the fees patrons will pay.

<u>Equipment Loans:</u>	\$2.00 per day; \$10.00 deposit (exception-LCD projector \$10/day with \$100 deposit) refunded when material is returned undamaged
<u>Lost Book</u>	Original retail cost of item plus \$5.00 processing fee
<u>Transparent Language</u>	Original retail cost of item plus \$10.00 processing fee
<u>Lost case- Blu-ray, VHS, DVD, CD, Playaway, audio book or computer software:</u>	\$2.50 per case
<u>Lost audiobook/Playaway</u>	Original retail cost of item plus \$10 processing fee
<u>Lost or damaged pamphlets:</u>	\$1.00 per item plus \$1.00 processing fee
<u>Lost or damaged computer software:</u>	Original retail cost of item plus \$10.00 processing fee
<u>Lost or damaged computer software user's guide, notebook:</u>	\$5.00 for first item, \$10 for more than 1 item
<u>Lost or damaged magazine:</u>	\$5.00 plus \$3.00 processing fee
<u>Other lost or damaged materials:</u>	Original retail cost of item plus \$5.00 processing fee.
<u>Lost or damaged hanging bag:</u>	\$3.00 per item
<u>Lost or damaged bar code</u>	\$.10

In cases where the original cost of an item cannot be determined, the patron will be charged the processing fee plus an item cost according to the following schedule:

\$15.00 all hardback books, Blu-ray, VHS, DVDs, CDs
\$5.00 all paperbacks
\$1.00 all vertical file items, newspapers
\$25.00 computer software
\$40.00 audiobooks
\$7.50 audiobooks (per disc when 1-2 discs are missing)

Patrons will be blocked from borrowing materials when overdue fines have accumulated to \$5.00 or when a borrowed item becomes 8 weeks overdue.

<u>Lost or damaged borrower's card:</u>	\$2.00
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FAX fees:

Fax of library materials sent by one branch to another at a patron's request:

First 5 pages free; 15 cents for each additional page

Fax of library materials to patron's home or business: 15 cents per page

Photocopy Fees:

<u>Customer-operated copiers</u>	10 cents per single side 20 cents double side
<u>Staff-operated copiers</u>	20 cents single side 40 cents double side
<u>Transparencies:</u>	40 cents each

Fines and fees continued-

Printing Fees:

Public Computer Workstations	10 cents per page per side
Microfilm Workstations	10 cents per page per side
with Portable Scanners	10 cents per page per side

Patrons may not use their own paper.

Items Available For Patron Purchase (selling price will be indicated on the item and applicable taxes apply):

Computer floppy disks _____
Flash Drives
Rewriteable Disks
Earbuds

Credit Balances: Patrons may **not** carry a credit balance on their account.

Other Circulation Services

Hold materials: All circulating materials may be held for patrons except entertainment Blu-ray, VHS/DVD's and Express Books. Entertainment Blu-ray, VHS/DVDs will only be held for teachers using them in educational settings, and for groups needing a video for a particular date. Library staff can also place a reserve for a patron on a Blu-ray, VHS/DVD currently on the shelves of another branch.

Walking books program: Library staff or volunteers will bring books and other library materials to homebound individuals, those who are unable to visit the library. See Walking Books Policy.

Intralibrary loan: JCPL staff will attempt to obtain needed resources for patrons from other libraries within the JCPL district.

Interlibrary loan: JCPL staff will attempt to obtain needed resources for patrons from other libraries across the country when necessary. Reciprocal borrowers and PLAC users must request ILL from their home libraries.

Talking books program: A collection of talking books and the equipment with which to use them is available for patrons through the Indiana State Library.

7/96; revised 11/12

PEOPLE COUNT WEEK: WEEK OF OCTOBER 8-13, 2012

Year	Persons Entering Building			Materials Used			Copies Made for Patrons			CD-ROM/Internet/OPAC Use			Directional Questions						Reference Questions					
	D	R	W	D	R	W	D	R	W	D	R	W	Phone			In-Person			Phone			In-Person		
													D	R	W	D	R	W	D	R	W	D	R	W
2013	1338	2044	1242	101	376	193	17	10	5	487	915	322	80	123	69	187	189	209	33	104	32	128	268	59
2012	1409	2130	2037	104	155	308	11	49	0	319	446	195	55	84	103	167	136	225	48	115	42	79	176	95
2011	1459	1892	1188	116	116	142	18	53	4	294	508	241	149	97	71	252	112	184	36	102	21	146	215	96
2010	1703	2143	1317	494	534	357	14	12	10	398	615	326	149	161	84	214	161	255	30	94	29	131	268	92
2009	1647	2226	1248	304	157	228	7	10	24	454	856	67	91	112	75	155	144	266	22	99	29	96	178	100
2008	1755	2364	1295	77	423	409	20	16	4	484	692	301	129	134	102	257	197	283	48	73	43	150	152	137
2007	1589	2054	1360	269	354	335	17	109	33	325	681	227	156	162	65	164	216	235	37	145	32	119	408	106

D R W

Total number:

2013	2371	4029	2131
2012	2192	3291	3005
2011	2470	3095	1947
2010	3133	3988	2470
2009	2776	3782	2037
2008	2920	4051	2574
2007	2676	4129	2393

Monthly Equivalents

REFERENCE QUESTIONS

	D	R	W
Telephone: Directional	346	533	299
Telephone: Reference	143	450	139
In-person: Directional	810	818	905
In-person: Reference	554	1160	255
Total	1853	2961	1598
COPIES MADE FOR PATRONS	74	43	22

R20

Director's Report October 2013

Consent Agenda:

You will be approving the minutes of the October Board meeting, bills, and financial reports.

Policies for Review: Three policies are up for review in November: Indemnification Policy, Materials Selection Policy, and Circulation Policy. No revisions are recommended for Indemnification. A minor revision is recommended to Materials Selection. We have changed the end of the age range for our juvenile collection from 14 to 12. We think 12 better captures the intended scope of collection development by age for this category. A few revisions are recommended to the Circulation Policy. On the first page we have added clarifying words as current language is confusing for staff. We have added e-devices on page two as we do plan to offer iPads for in-house use early in the year for e-magazine access (grant project). We have added Playaway to the list of lost case varieties as it had not been previously named. On the last page we removed computer floppy discs as an item available for purchase as patrons no longer desire them. Please see R 10 and R 15. **If you approve the Consent Agenda items, you will approve revising the Materials Selection Policy and Circulation Policy as presented.**

General Business:

Rensselaer Library Re-Roof Project- Award Contract: Bids for our re-roof project are due by 4pm November 6. They will be opened at a public bid opening. Architect, Harry Mohler, will provide a bid tally summary and make a recommendation at the November board meeting. A board vote is needed to award a contract for this work.

Technical Services Librarian & Systems Administrator Annual Reports: Rebecca Amalong and Sheila Maxwell will present their annual reports at the November Board meeting.

Health Insurance: This is the time of year when we receive health insurance rate information from our carrier for next year costs. On November 1 we did receive health insurance information for early renewal, December 1. Rates went up 3.6% for the health insurance portion. The following Monday we received information on vision, dental, and life, which we are still evaluating. We also learned that our January 1 renewal rates will be available soon, perhaps this week, under the new ACA rules. We have a phone meeting with our agent on November 14 to go over that information. Because it is likely we will not have all of this information ready to present at our November 11 meeting, we may need to schedule an extra

board meeting in November so that the board may choose between a December 1 and a January 1 renewal. Our goal is to provide the best insurance we can provide for staff at the best cost for staff and the library. We will discuss this further at our November Board meeting.

2014 Slate of Officers: The Nominating Committee will present a slate of officers for 2014. Elections will be held at December Board meeting.

Year-End Board Meeting: We need to establish a date/time for our year end board meeting. To allow the business office time to wrap up our final bill pay and year-end paperwork, we suggest holding the meeting on Friday, December 27, 2013. What time shall we meet? Who is able to attend? We need at least 4 board members for a quorum.

Director's Report:

In October we did our annual People Count. One week each year we count the number of people who enter our buildings and the services they use. I have included a People Count Summary Report in your packet. Please see R 20.

The Library was selected for an Unemployment Insurance Audit by the Indiana Department of Workforce Development. This was a random selection, and the audit was performed in mid October. Auditor Joan was able to 'clear all questions' which means we had a clean audit. She will send a formal report via snail mail to confirm her verbal remarks. She thanked us for our hospitality and was glad to get things done in one day. She was very easy to work with.

I did accept Hamstra Group's estimate of \$4730 to do the work necessary to hook the DeMotte Library up to town water. Hamstra Group is one of the contractors who received training in this process as noted on the Town of DeMotte's website. We hope to have work completed by the end of November. It is my understanding that we are not allowed to have the well hookup any longer, that we signed paperwork agreeing to turn off other water sources and only use the town water. Once work is complete our tannin units will be removed. The water will be tested and evaluated to determine if we will need to soften the water moving forward. We plan to use LIRF money for this work as it is an improvement.

System Administrator News

Sheila viewed ENA WebSafe web filter webinar this month. She sent a draft of our revised Tech Plan to the State library as required for their review. She ordered iPads for our iPads for eAccess grant project and installed a new touch screen AWE pc at DeMotte Library.

Server migration is underway. ESET Antivirus, SofTrack, RPL2, and Web Media were successfully migrated.

Technical Services News

Becky reports, "The year is ending quickly, and we are getting the final orders of the year done. Selectors have been using up their budgets, and we are receiving the last items of the year."

The last AV shopping trip of the year occurred in mid October. Becky reports, "I was inundated with AV items to catalog. I'll be busy for the rest of the year."

DeMotte Library News

Brenda reports, "October leaves have turned and our busy month has too. We have had author visits, < a> health screening and lots of kids programs. B2b had their event with Mike Mullin at the Merrillville library. He remembered us at DeMotte and is hoping to come back to promote his third book. This is such a great way to network with other libraries, schools and professionals. We provide books, an author visit and lots of ideas."

She continues, "The staff has been working on the new display for the circulation sky light area. I am thankful to have such creative staff. The display will go up November 6th. The tea cup set up in the hall is so inviting to patrons. Even the kids stop to look at all the pots and cups."

Rensselaer Library News

Linda reports, "The Fall Festival was held again this year. The weather was nice and some of the festivities were held outside. We had <approximately> 265 people attend, about double from last year. Once again the SJC men's basketball team and coaches, library staff, and members of the Friend's group helped man the festival areas. The cake walk was by donation only (jug) in order to remain in good standing with IN law regarding gambling. We had a great selection of items, 3 book carts were full of baked goods! We held a 2nd annual Silent Cake Auction on the day of the Fall Festival, with 11 specialty cakes receiving great bids! This was a hit again this year. We had many generous donations from our business community; including Wal-Mart, Save-a-lot, Friends, and Devon's.

Jamie reports, "Two things have stood out for me this month. Book Buddies and the Zombie Bash. The kids attending the book discussion were very upset with me when I did not have a book to give them for November. Before, Book Buddies has only met 3 times a year. When I asked if they wanted it to be monthly I received an overwhelming YES. I have a great group. They truly discuss the books, do not stray off topic and I can tell that they really enjoy discussing books. I have 4 girls and 3 boys so it is a great mix...I'll admit that I

was very nervous about the Zombie Bash. I did not want to disappoint. I think I can now safely say that I hit it out of the park. They did not want it to end and they were already asking when the next one is....even suggesting that I have one that Thursday. They were grossed out and intrigued by the brain jello. They enjoyed the game I had. They got really into the zombie wound tattoos and makeup. I even had two reluctant teens in there who ended up have a good time...which was surprising to them...which in turn makes me very happy!"

Wheatfield Library News

Diana reports, "Our KAPCO book mending workshop went very well. We had brought in snacks since we had some folks coming from a distance. Kary Barth is a very knowledgeable person and knows how to use her products to fix things. She mentioned that she does mending for her local public library. These are the libraries represented: Mishawaka-Penn-Harris PL, Hammond PL, LaCrosse PL, Lake Village PL, Morocco PL, Roselawn PL, Wheatfield Elementary, DeMotte Elementary, KV High School, Wheatfield PL, DeMotte PL, Rensselaer PL with also someone from TS. There were 21 present and many remarked about how glad they were to have taken this workshop and get so many tips on mending and preserving."

Diana continues, "The lovely Facebook review that someone did of our library was very nice. They looked beyond just the beautiful exterior and interior decoration to actually see that the layout plan was designed well. It's nice to see that someone really "got" what we were trying to do and offer the community. Very gratifying!" Please see

below:

Reviews for Jasper County Public Library

All

Public - Hidden by Admin



Erica Larsson Hearne

★★★★★

The Wheatfield Library in Jasper County is a beautifully designed & decorated space with a special section just for teens, as well as a special section for magazines including comfortable places to sit, browse, read, or just wait. The teen section even offers a Keurig machine (complete w/ K-cups) for patron use, high top tables to sit & while you browse or chat. Round tables for 4 w/ padded seats are placed throughout the library to give patrons a bit of privacy and comfort (rather than be clumped all in one area). There are also a few sections of lounge-chair style seats throughout that again allow patrons a bit of privacy. Many windows offer additional lighting, but the built-in (between the panes) blinds allow for adjustment if the sun shines too brightly. There are of course several areas to sit comfortably and plug in your laptop as well as ample, library provided, desktop computers spaced out for patron use. The kids' book section is open and inviting, yet separate from the teen section as the teen area is across from the circulation desk, near the front door. To the right of the circulation desk is the DVD, Blu-ray, movie & CD section, and to the right of that is the children's book section. With the teen area directly across from the circulation desk, the adult section, and public computers are all to the left of the circulation desk as you walk in the doors. Whomever laid out the library thought everything through well in advance. Although I love libraries in general, this is an amazingly well thought out, well-kept, excellent library. The Wheatfield Library branch of the Jasper County Public Library is a welcome, yet unexpected, treasure in such a "small town". However, those of us that reside in the Wheatfield area know all too well that the town itself doesn't begin to touch the true size of Wheatfield as so many of us live in the unincorporated areas. Thank you to all of those involved in building & maintaining such a great library!

on Tuesday

Please contact me if you are unable to attend the November Board meeting or if you have any questions about materials in your packet.-Patty

To inform, enrich, and empower our diverse community.

JCPL FINANCIAL STATEMENT

October 31, 2013

	<u>Beginning 2013 Balance</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Ending Balance</u>
Operating Fund	\$591,983.31	\$183,718.12	\$1,729,470.07	\$73,870.63	\$1,402,089.56	\$264,602.80
Public Library Access Card Fund	\$0.00	\$0.00	\$50.00	\$0.00	\$50.00	\$0.00
Gift Fund	\$9,202.35	\$545.86	\$11,083.60	\$535.01	\$11,481.27	\$9,600.02
DeMotte	\$2,130.22	\$71.31	\$2,661.13	\$155.00	\$3,159.51	\$2,628.60
Rensselaer	\$4,970.25	\$217.52	\$5,615.56	\$0.00	\$4,806.20	\$4,160.89
Wheatfield	\$2,101.88	\$257.03	\$2,806.91	\$380.01	\$3,515.56	\$2,810.53
Library Improvement Reserve Fund	\$295,486.61	\$16,420.00	\$16,420.00	\$25.12	\$307.35	\$279,373.96
Bond & Interest Redemption Fund	\$192,301.65	\$0.00	\$321,089.00	\$0.00	\$158,655.10	\$29,867.75
Rainy Day Fund	\$304,829.02	\$0.00	\$0.00	\$0.00	\$2,486.13	\$307,315.15
Includes Investments of: \$275,000.00						
State Technology Fund Grant Fund	\$11,472.00	\$0.00	\$11,472.00	\$0.00	\$0.00	\$0.00
Capital Projects Fund	\$1,251,180.16	\$0.00	\$0.00	\$3.17	\$11,133.59	\$1,262,313.75
Includes Investments of: \$1,225,000.00						
Host/Hospitality Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levy Excess Fund	\$15,295.30	\$0.00	\$15,295.30	\$0.00	\$30,082.00	\$30,082.00
Sales Tax	\$71.40	\$0.00	\$72.28	\$7.91	\$123.02	\$122.14
Construction Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00
Insurance Refund Fund	\$0.00	\$0.00	\$92.02	\$0.00	\$92.02	\$0.00
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$7,716.89	\$79,009.49	\$7,716.89	\$79,009.49	\$0.00
FICA Tax Collected	\$0.00	\$7,163.68	\$71,276.11	\$7,163.68	\$71,276.11	\$0.00
State Tax Collected	\$3,474.60	\$3,229.19	\$33,172.50	\$3,294.57	\$32,992.42	\$3,294.52
County Tax Collected	\$2,652.08	\$2,571.98	\$26,199.18	\$2,568.44	\$26,115.59	\$2,568.49
Deferred Comp.	\$0.00	\$3,072.40	\$30,601.60	\$3,072.40	\$30,601.60	\$0.00
#125 Pre-tax Plan	\$0.00	\$3,731.18	\$34,036.08	\$3,728.30	\$34,030.48	(\$5.60)
Employee Life Insur.	\$0.00	\$197.04	\$1,547.24	\$197.74	\$1,551.20	\$3.96
Employee INPRS	\$0.00	\$2,824.13	\$27,288.27	\$2,824.13	\$27,288.32	\$0.05
Garnishments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Credit Union	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EIC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL ALL FUNDS.....	\$2,678,218.48	\$231,190.47	\$2,408,174.74	\$105,007.99	\$1,919,365.25	\$2,189,408.99

Bank Balances

F2

Jasper County Public Library

Report as of: **10/31/13**

<i>Bank</i>		
1	Alliance Bank	\$673,903.50
2	Demotte State Bank	\$7,319.87
4	PNC Bank	\$7,915.62
5	Cash On Hand	\$270.00
6	Kentland Bank CD#400043192	\$0.00
7	Kentland Bank CD#400043546	\$725,000.00
8	Kentland Bank CD#400043547	\$275,000.00
9	Kentland Bank CD#400043306	\$0.00
10	Kentland Bank CD#400043193	\$0.00
11	Kentland Bank CD#400043559	\$500,000.00
Total all banks =		\$2,189,408.99

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Appropriation Report for 100 OPERATING FUND

Jasper County Public Library

Report Date: From 10/1/13 To 10/31/13

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>1. Personal Services</i>							
1.11 SALARY OF LIBRARIAN	\$61,818.00	\$0.00	\$61,818.00	\$5,151.46	\$51,439.20	\$10,378.80	83.2
1.12 SALARY OF ASSISTANTS	\$1,044,764.00	\$0.00	\$1,044,764.00	\$87,030.81	\$862,773.09	\$181,990.91	82.6
1.13 WAGES OF JANITORS	\$67,047.00	\$0.00	\$67,047.00	\$5,063.18	\$50,680.84	\$16,366.16	75.6
1.21 EMPLOYER'S SHARE-FICA	\$89,783.00	\$0.00	\$89,783.00	\$7,163.63	\$71,275.76	\$18,507.24	79.4
1.22 UNEMPLOYMENT COMPENSATION	\$3,329.00	\$0.00	\$3,329.00	\$120.10	\$3,241.69	\$87.31	97.4
1.23 EMPLOYER'S CONTRIB.- PERF	\$89,783.00	\$0.00	\$89,783.00	\$7,503.84	\$74,525.81	\$15,257.19	83.0
1.24 EMPLOYER'S CONTRIB.- INS.	\$112,764.00	\$0.00	\$112,764.00	\$7,652.28	\$89,435.79	\$23,328.21	79.3
Subtotal	\$1,469,288.00		\$1,469,288.00	\$119,685.30	\$1,203,372.18	\$265,915.82	81.9
<i>2. Supplies</i>							
2.11 OFFICIAL RECORDS	\$600.00	\$0.00	\$600.00	\$0.00	\$0.00	\$600.00	0.0
2.12 STATIONERY AND PRINTING	\$450.00	\$0.00	\$450.00	\$0.00	\$5.97	\$444.03	1.3
2.13 OTHER OFFICE SUPPLIES	\$8,000.00	\$0.00	\$8,000.00	\$0.00	\$4,324.74	\$3,675.26	54.1
2.21 CLEANING & SANITATION SUPPLIES	\$6,500.00	\$0.00	\$6,500.00	\$509.81	\$4,079.21	\$2,420.79	62.8
2.23 OTHER OPERATING SUPPLIES	\$8,000.00	\$0.00	\$8,000.00	\$137.56	\$4,404.20	\$3,595.80	55.1
2.31 BUILDING MATERIALS & SUPPLIES	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$3.79	\$2,496.21	0.2
2.32 PAINT AND PAINTING SUPPLIES	\$200.00	\$0.00	\$200.00	\$0.00	\$90.74	\$109.26	45.4
2.33 REPAIR PARTS	\$3,000.00	\$0.00	\$3,000.00	\$131.35	\$880.59	\$2,119.41	29.4

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
2.41 LIBRARY SUPPLIES	\$14,790.00	\$0.00	\$14,790.00	\$965.05	\$8,956.81	\$5,833.19	60.6
2.42 MARKETING SUPPLIES	\$50.00	\$0.00	\$50.00	\$0.00	\$0.00	\$50.00	0.0
Subtotal	\$44,090.00		\$44,090.00	\$1,743.77	\$22,746.05	\$21,343.95	51.6
<i>3. Other Services and Charges</i>							
3.13 LEGAL SERVICES	\$5,000.00	\$0.00	\$5,000.00	\$530.00	\$2,229.75	\$2,770.25	44.6
3.14 OTHER PROFESSIONAL SERVICES	\$13,000.00	\$0.00	\$13,000.00	\$4,192.00	\$11,245.38	\$1,754.62	86.5
3.145 DATABASES & LICENSING SERVICES	\$20,795.00	\$0.00	\$20,795.00	\$0.00	\$18,869.97	\$1,925.03	90.7
3.146 E-BOOKS SERVICES	\$12,300.00	\$0.00	\$12,300.00	\$0.00	\$3,000.00	\$9,300.00	24.4
3.21 TELEPHONE	\$4,200.00	\$0.00	\$4,200.00	\$54.10	\$2,118.69	\$2,081.31	50.4
3.22 POSTAGE	\$3,200.00	\$0.00	\$3,200.00	\$0.00	\$883.62	\$2,316.38	27.6
3.23 MILEAGE	\$20,000.00	\$0.00	\$20,000.00	\$1,470.93	\$12,568.80	\$7,431.20	62.8
3.24 PROFESSIONAL MEETINGS	\$7,000.00	\$0.00	\$7,000.00	\$906.17	\$4,548.21	\$2,451.79	65.0
3.25 FREIGHT	\$1,500.00	\$0.00	\$1,500.00	\$146.43	\$1,691.64	(\$191.64)	112.8
3.26 NETWORKING	\$59,540.00	\$0.00	\$59,540.00	\$1,461.00	\$3,111.87	\$56,428.13	5.2
3.31 ADVERTISING & PUBLIC NOTICES	\$800.00	\$0.00	\$800.00	\$0.00	\$246.18	\$553.82	30.8
3.33 MARKETING ADVERTISING	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$1,051.56	\$448.44	70.1
3.41 OFFICIAL BONDS	\$250.00	\$0.00	\$250.00	\$0.00	\$200.00	\$50.00	80.0
3.42 OTHER INSURANCE	\$27,500.00	\$0.00	\$27,500.00	\$0.00	\$18,183.18	\$9,316.82	66.1
3.51 GAS	\$30,000.00	\$0.00	\$30,000.00	\$811.48	\$14,588.06	\$15,411.94	48.6
3.52 ELECTRICITY	\$85,000.00	\$0.00	\$85,000.00	\$7,495.47	\$68,246.09	\$16,753.91	80.3
3.53 WATER	\$2,000.00	\$0.00	\$2,000.00	\$108.55	\$1,352.00	\$648.00	67.6
3.54 WASTE DISPOSAL SERVICES	\$5,700.00	\$0.00	\$5,700.00	\$453.80	\$4,389.02	\$1,310.98	77.0
3.61 BUILDING & STRUCTURES	\$58,920.00	\$0.00	\$58,920.00	\$10,678.00	\$45,542.14	\$13,377.86	77.3

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
3.62 EQUIPMENT REPAIRS	\$880.00	\$0.00	\$880.00	\$0.00	\$725.17	\$154.83	82.4
3.72 EQUIPMENT RENTALS	\$650.00	\$0.00	\$650.00	\$9.95	\$504.50	\$145.50	77.6
3.91 DUES	\$2,800.00	\$0.00	\$2,800.00	\$36.00	\$476.50	\$2,323.50	17.0
3.93 TAXES & ASSESSMENTS	\$325.00	\$0.00	\$325.00	\$0.00	\$349.44	(\$24.44)	107.5
3.94 TRANSFER TO LIRF	\$120,000.00	\$0.00	\$120,000.00	\$0.00	\$0.00	\$120,000.00	0.0
3.95 BOOK REIMBURSEMENT	\$500.00	\$200.46	\$700.46	\$0.00	\$267.07	\$433.39	38.1
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$120.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$106,745.00	\$0.00	\$106,745.00	\$3,332.70	\$85,019.94	\$21,725.06	79.6
Subtotal	\$590,225.00	\$200.46	\$590,425.46	\$31,686.58	\$301,408.78	\$289,016.68	51.0
<i>4. Capital Outlays</i>							
4.4 FURNITURE & EQUIPMENT	\$39,255.00	\$0.00	\$39,255.00	\$2,598.00	\$9,085.58	\$30,169.42	23.1
4.51 BOOKS	\$150,000.00	\$0.00	\$150,000.00	\$18,941.60	\$111,055.62	\$38,944.38	74.0
4.52 PERIODICALS & NEWSPAPERS	\$25,000.00	\$0.00	\$25,000.00	\$6,892.44	\$20,386.56	\$4,613.44	81.5
4.53 NONPRINTED MATERIALS	\$56,913.00	\$0.00	\$56,913.00	\$2,170.43	\$33,827.05	\$23,085.95	59.4
Subtotal	\$271,168.00		\$271,168.00	\$30,602.47	\$174,354.81	\$96,813.19	64.3
Grand Total	\$2,374,771.00	\$200.46	\$2,374,971.46	\$183,718.12	\$1,701,881.82	\$673,089.64	71.7

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Appropriation Report for 130 LIRF FUND

Jasper County Public Library

Report Date: From 10/1/13 To 10/31/13

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
3. Other Services and Charges							
3.14 OTHER PROFESSIONAL SERVICES	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	0.0
3.61 BUILDING & STRUCTURES	\$11,360.00	\$0.00	\$11,360.00	\$16,420.00	\$16,420.00	(\$5,060.00)	144.5
Subtotal	\$21,360.00		\$21,360.00	\$16,420.00	\$16,420.00	\$4,940.00	76.9
Grand Total	\$21,360.00	\$0.00	\$21,360.00	\$16,420.00	\$16,420.00	\$4,940.00	76.9

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Voucher List

F4a

Jasper County Public Library

Report Date: From 10/1/13 To 10/31/13

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
32517	783	AARON'S LAWN CARE	10/14/13	DeM, Rens, Wh: Mowing and edging 9/3/13 -9/24/13	\$700.00
32518	784	ALCO STORES, INC.	10/14/13	Childrens supplies	\$5.99
32519	785	ALLIED WASTE SERVICES #71	10/14/13	Wh: Trash Service- October	\$54.88
32520	786	ANTHEM BLUE CROSS BLUE	10/14/13	Health premiums October, 18 employees	\$10,110.03
32521	787	ANTHEM LIFE	10/14/13	Life Insurance premiums, October	\$110.34
32522	788	AUTOMATIC DOOR SERVICE, I	10/14/13	Dem: Main arm for automatic door	\$131.35
32523	789	AWE DIGITAL LEARNING SOL	10/14/13	DeM: Early Literacy Computer	\$2,399.00
32524	790	BAKER & TAYLOR	10/14/13	Books, Continuations, AV, Auto. Yours, B&T user licenses	\$11,816.48
32525	791	BAKER & TAYLOR ENTERTAIN	10/14/13	DVDs	\$401.40
32526	792	BLR	10/14/13	IN Employment Law Letter Subscription	\$357.00
32527	793	BUSINESS CARD	10/14/13	Mgmt meeting expenses, Staff development day expenses, DVDs, CDs, Books2bridge expenses, HR workshop expenses, YA supplies, Fall festival supplies, 3 ILF registrations, Phone tree software	\$1,511.15
32528	794	BUSINESS MANAGEMENT DAI	10/14/13	Manager's Legal Bulletin & Payroll Legal Alert Newsletters- 1 year subscriptions	\$229.08
0	795	PAYROLL	10/10/13	PAYROLL	\$48,350.36
32529	796	CARDINAL OFFICE PRODUCT	10/14/13	DeMotte Patron Copier Maintenance	\$261.42
32530	797	CAROLYNN DeVRIES	10/14/13	Mileage 9/6/13: Staff Development Day	\$24.86
32531	798	CENTER POINT PUBLISHING	10/14/13	Books	\$86.49
32532	799	COMMISSION ON PUBLIC REC	10/14/13	DeM: 2 Rolls Microfilm: Kankakee Valley Post New Jan. 5 - May 31, 2012 & June 7 - Dec. 27, 2012	\$80.00
32533	800	COMMUNITY MEDIA GROUP, I	10/14/13	Rens: Brook Reporter 12 month subscription 10/7/13 - 10/6/14	\$45.00
32534	801	CULLIGAN WATER CONDITIO	10/14/13	Wh: Water Cooler Rental- October 2013	\$9.95
32535	802	FINDING FATHERS LOVE, LLC	10/14/13	DeM program 10/26/13: When Father is a Bad Word	\$100.00
32536	803	DAVIDSON TITLES INC.	10/14/13	Books	\$638.73
32537	804	DEBORAH KRISTOFF	10/14/13	Mileage 9/30/13: Customer Service Workshop	\$24.86
32538	805	DELTA DENTAL	10/14/13	Dental Ins. Premiums, October, 18 employees	\$504.44
32539	806	DIANA KOOY	10/14/13	Mileage 8/7 - 9/30/13: Librarian's Council Meeting, Branch Manager's Counterparts Meeting, B2B Meeting, Customer Service Workshop	\$116.39
32540	807	DISNEY EDUCATIONAL PROD	10/14/13	DVDs	\$67.44
32541	808	DONNA ZANDSTRA	10/14/13	Mileage 9/6/13 - Staff Development Day	\$24.86
32542	809	DUMAS & MAHNESMITH P.C.	10/14/13	Legal Assistance- Roof Project	\$175.00
32543	810	ENA SERVICES LLC	10/14/13	Internet service for September 2013	\$1,461.00
32544	811	FAEGRE BAKER DANIELS	10/14/13	Legal Assistance on personnel matters	\$355.00
32545	812	FLEX-PAC INC	10/14/13	Toilet Tissue, Paper Towels, Cleaning supplies	\$337.69
32546	813	GALE/CENGAGE LEARNING	10/14/13	Books	\$3,681.58
32547	814	HP PRODUCTS	10/14/13	Trash Bags, Gloves, Vacuum Bags	\$156.18
32548	815	HR SPECIALIST	10/14/13	HR Specialist, 12 Issues	\$97.00
32549	816	INDIANA DEPT. OF WORKFOR	10/14/13	3rd Quarter 2013 Unemployment Compensation Pymt	\$120.10
32550	817	INDIANA STATE LIBRARY	10/14/13	PLAC Sales, 3rd Qtr 2013 (#068152)	\$50.00
32551	818	KARLA HAUSENFLECK	10/14/13	Mileage 8/25 - 8/26/13: CYPD	\$148.03
32552	819	KONE, INC.	10/14/13	DeM: Elevator maintenance agreement 4th quarter 2013	\$381.93
32553	820	LINDA POORTENGA	10/14/13	Mileage 8/24-9/20/13: Counterparts, B2B Meetings, and Bank Deposit	\$96.28
32554	821	MAGAZINE SUBSCRIPTION SE	10/14/13	Annual Jan-May Magazine Renewals	\$5,367.56
32555	822	MIDWEST TAPE	10/14/13	DVDs	\$144.36
32556	823	NIPSCO	10/14/13	Wh: Gas & Electric Service 9/3-10/2/13	\$2,050.76

F4b Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
32557	824	NORWEJ	10/14/13	DeM: Water Construction Permit, Parts to connect to town water	\$186.00
32558	825	OSBY WATER CONDITIONING	10/14/13	Wh. Water softener chemicals	\$115.00
32559	826	PATTY STRINGFELLOW	10/14/13	Mileage 8/7-10/5/13 LC Meeting, Mgt Meeting, MLCS Annual Meeting	\$137.30
32560	827	PEGGY WOODS	10/14/13	Mileage 6/11-10/2/13 AV shopping, Snack Supplies, Staff Development Day Supplies, Post Office, AV Returns, Demotte State Bank to get \$ for supplies	\$20.68
32561	828	PRECISION CONTROL SYSTE	10/14/13	DeM: Disconnect, remove, & return defective compressors; install 2 new Carlyle compressors; adapt existing refrigerant piping; install new cores; install 4 contactors; install phase monitor; recharge; replace compacity control package and head gasket; replace 2 unloader assemblies and gaskets; replace discharge service valve; add refrigerant.	\$23,506.50
32562	829	RAINBOW BOOK COMPANY	10/14/13	Children Books	\$3,542.68
32563	830	RACHAEL CAVINDER	10/14/13	Mileage 9/10-9/16/13: Management Meeting, Every Child Ready to Read Workshop, Head Start preschool visit	\$20.34
32564	831	RENSSELAER ROTARY CLUB	10/14/13	July & August dues and meals	\$108.00
32565	832	ROBIN STEELE	10/14/13	Mileage 9/30/13 Customer Service Workshop	\$9.04
32566	833	SCHOLASTIC LIBRARY	10/14/13	Continuations	\$156.00
32567	834	SIMPLEXGRINNELL	10/14/13	Wh: Checked Dialer on Fire System	\$416.00
32568	835	THE LIBRARY CORPORATION	10/14/13	Library Serials Support Nov 2013-Oct. 2014	\$2,482.00
32569	836	TRUGREEN PROCESSING CE	10/14/13	Rens: Micronutrient Fertilizer; WH: Ornamental Bed Weed Control	\$406.00
32570	837	ULINE	10/14/13	CD cases	\$226.36
32571	838	UNIQUE MANAGEMENT SERVI	10/14/13	Collections: Initial/Secondary Placements- September	\$170.05
32572	839	VISION SERVICE PLAN- (IN)	10/14/13	Vision Premium, 18 employees October 2013	\$192.41
32573	840	WALL STREET JOURNAL	10/14/13	Ren; 2yr newspaper subscription	\$796.80
32574	841	WAL-MART COMMUNITY/GEC	10/14/13	Dvds, Cake Decorating Program Expenses, Cds, Cleaning Supplies, Band Aids, Children's Supplies, Milk and Cookies Program Expenses, Teen Supplies, Staff Anniversary Expenses, Marketing supplies, Staff Development Day Expenses	\$783.69
32575	842	WASTE MANAGEMENT	10/14/13	DeM: Trash Pick-up, October	\$80.22
32576	843	ZIESE PLUMBING, HEATING, &	10/14/13	Rens: Install domestic hot water mixing valve and expansion tanks	\$808.00
0	844	ALLIANCE BANK	10/10/13	Direct Deposit Fees September 2013	\$37.30
0	845	BILL HROMADA	10/10/13	Courier Mileage 9/16-9/30/13 (conf#48)	\$350.30
0	846	DENISE HAVENS	10/10/13	Substitute Courier Mileage 9/25/13 (conf#47)	\$35.03
0	847	GREAT-WEST RETIREMENT S	10/10/13	Annuity Withheld 10/10/13 payroll (Conf. #51)	\$1,536.20
0	848	INDIANA DEPARTMENT OF RE	10/10/13	EFT-State & County Taxes w/held September 2013 Payrolls, Ref #93225	\$5,801.17
0	849	INPRS fbo PERF	10/10/13	10/10/13 Payroll Contributions	\$5,125.66
0	850	IRS USA TAXPAYMENT	10/10/13	EFT-Fica Federal Taxes W/held 10/10/13 Ref #41716694	\$10,927.80
0	851	TOWN OF DEMOTTE	10/10/13	DeM: sewer-September 2013 (conf#50)	\$71.90
0	852	TOWN OF WHEATFIELD	10/10/13	Wh: sewer- October 2013 (conf#49)	\$56.65
32577	853	CIRCLE R ELECTRIC, INC.	10/14/13	DeM: Furnish and install a 250W MH lamp in parking lot pole light and tighten loose pole light	\$197.10
32578	854	MARTY A. WEAVER	10/14/13	DeM: Cut and remove large ash tree located on northeast end of library building, grind stump	\$900.00
32579	855	MOHLER ARCHITECTS, P.C.	10/14/13	Rens: re-roof specs	\$4,092.00
32580	856	NIPSCO	10/14/13	DeM: Gas & Electric Service 9/5-10/7/13	\$3,345.88
32581	857	RAYANN GILMORE	10/14/13	Mileage 9/5-10/11/13: Bank deposits, Deliver Board packets, Board Meeting, HR Workshop; Staff Development Day Expenses	\$81.92
32582	858	RELIANCE LABEL SOLUTIONS	10/14/13	Barcode labels	\$622.80
0	859	PAYROLL	10/25/13	PAYROLL	\$48,895.09

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
0	860	AFLAC	10/25/13	Supplemental Ins - October 2013 (Conf #55)	\$663.28
0	861	BILL HROMADA	10/25/13	Courier Mileage 10/01/13 to 10/15/13 (Conf. #56)	\$385.33
0	862	CENTURYLINK	10/25/13	WH: Local Phone Service 10/7/13 - 11/6/13 (Conf. #52)	\$39.70
0	863	CENTURYLINK	10/25/13	WH: Fax Service 10/7 - 11/6/13 (Conf. #53)	\$14.40
0	864	CITY OF RENSSELAER	10/25/13	Rensselaer: Utilities 9/9/13 - 10/8/13 (Conf. #54)	\$3,209.01
0	865	GREAT-WEST RETIREMENT S	10/25/13	Annuity Withheld 10/25/13 payroll (Conf. #57)	\$1,536.20
0	866	INPRS fbo PERF	10/25/13	10/25/13 Payroll Contributions	\$5,202.31
0	867	IRS USA TAXPAYMENT	10/25/13	EFT-Fica Federal Taxes W/held 10/25/13 Ref #01379435	\$11,116.40
Total Amount of Claims					\$231,190.47

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, November 04, 2013

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$231,190.47

Date this _____ day of _____, 20____.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

JASPER COUNTY PUBLIC LIBRARY
Receipt Breakdown
October 31, 2013

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
FINES & FEES:			\$2,871.44	\$27,766.46
DeMotte	\$782.44	\$8,563.87		
Rensselaer	\$1,365.04	\$12,139.56		
Wheatfield	\$723.96	\$7,063.03		
PHOTOCOPIES:			\$879.75	\$8,206.94
DeMotte	\$355.25	\$3,144.00		
Rensselaer	\$319.20	\$3,095.99		
Wheatfield	\$205.30	\$1,966.95		
INTEREST (Checking, Repurchase, CDs):.....			\$44.51	\$694.59
TAXES:			\$69,702.27	\$1,344,790.95
Property Tax	\$0.00	\$589,971.02		
LOIT	\$17,903.58	\$179,035.81		
License Excise Tax	\$0.00	\$49,857.98		
Financial Institution Tax	\$0.00	\$1,233.91		
CVET(Commercial Vehicle Excise)	\$0.00	\$6,705.33		
Local Option/Certified Shares	\$42,698.46	\$426,984.60		
Local Option/Property Tax Repl.	\$9,100.23	\$91,002.30		
TAXABLE SALES:-.....			\$12.66	\$143.86
REFUNDS:			\$360.00	\$20,486.76
Rebates/Refund	\$0.00	\$2,626.76		
Insurance Claims/Reimbursements	\$0.00	\$0.00		
Meeting Room Rental	\$100.00	\$1,400.00		
Reimbursement	\$0.00	\$0.00		
Fixed Asset Sales	\$260.00	\$710.00		
Miscellaneous Receipts	\$0.00	\$454.70		
Interfund Transfer	\$0.00	\$15,295.30		
TOTAL OPERATING FUND RECEIPTS.....			\$73,870.63	\$1,402,089.56
PLAC FUND:.....			\$0.00	\$50.00
GIFT FUNDS:			\$535.01	\$11,481.27
DeMotte	\$155.00	\$3,159.51		
Rensselaer	\$0.00	\$4,806.20		
Wheatfield	\$380.01	\$3,515.56		
LIB. IMPROV. RESERVE FUND:			\$25.12	\$307.35
Interest Earned	\$25.12	\$307.35		
Transfer from OPERATING	\$0.00	\$0.00		
BOND & INTEREST REDEMPTION FUND:		\$158,655.10	\$0.00	\$158,655.10
Property Tax	\$0.00	\$146,659.46		
License Excise Tax	\$0.00	\$10,347.88		
Financial Institution Tax	\$0.00	\$256.09		
CVET(Commercial Vehicle Excise)	\$0.00	\$1,391.67		
Interfund Transfer	\$0.00	\$0.00		
RAINY DAY FUND:		\$2,486.13	\$0.00	\$2,486.13
Special CAGIT Distribution	\$0.00	\$0.00		
Interest Earned	\$0.00	\$2,486.13		
STATE TECHNOLOGY FUND GRANT FUND:-.....		\$0.00	\$0.00	\$0.00
CAPITAL PROJECTS FUND:			\$3.17	\$11,133.59
Interest Earned	\$3.17	\$11,133.59		
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Interfund Transfer	\$0.00	\$0.00		
HOST/HOSPITALITY FUND:-.....			\$0.00	\$0.00
LEVY EXCESS FUND:-.....			\$0.00	\$30,082.00
SALES TAX:-.....			\$7.91	\$123.02
CASH CHANGE FUND			\$0.00	\$0.00
INSURANCE REFUND FUND:			\$0.00	\$92.02
Interfund Transfer	\$0.00	\$92.02		
SUB-TOTAL (page 1).....			\$74,441.84	\$1,616,500.04

WITHHOLDING ACCOUNT FUNDS:			\$30,566.15	\$302,865.21
FIT Tax Collected	\$7,716.89	\$79,009.49		
FICA Collected	\$7,163.68	\$71,276.11		
State Tax Collected	\$3,294.57	\$32,992.42		
County Tax Collected	\$2,568.44	\$26,115.59		
Deferred Comp Plan	\$3,072.40	\$30,601.60		
Pre-tax Insurance Plans	\$3,728.30	\$34,030.48		
Life Insurance	\$197.74	\$1,551.20		
INPRS	\$2,824.13	\$27,288.32		
Garnishments	\$0.00	\$0.00		
Credit Union	\$0.00	\$0.00		
TOTAL RECEIPTS - ALL FUNDS.....			\$105,007.99	\$1,919,365.25

Jasper County Public Library

Report Date: From 11/1/13 To 11/11/13

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	868	PAYROLL	11/8/13	PAYROLL	\$51,665.34
0	869	BILL HROMADA	11/8/13	Courier Mileage 10/16/13 to 10/31/13 (Conf. #58)	\$420.36
0	870	GREAT-WEST RETIREMENT S	11/8/13	Annuity Withheld 11/08/13 payroll (Conf. #59)	\$1,536.20
0	871	INDIANA DEPARTMENT OF RE	11/8/13	EFT-State & County Taxes w/held October 2013 Payrolls, Ref #61179	\$5,863.01
0	872	INPRS fbo PERF	11/8/13	11/8/13 Payroll Contributions	\$5,333.88
0	873	IRS USA TAXPAYMENT	11/8/13	EFT-Fica Federal Taxes W/held 11/08/13 Ref #25274045	\$11,879.63
32583	874	AARON'S LAWN CARE	11/11/13	Mowing & Edging 9/30-10/22/13	\$800.00
32584	875	ACE HARDWARE	11/11/13	Toilet Repair Parts	\$11.37
32585	876	ALCO STORES, INC.	11/11/13	Ghost Stories program supplies, Storytime supplies	\$20.97
32586	877	ALLIED WASTE SERVICES #71	11/11/13	Wh: Trash Service- November	\$57.38
32587	878	ANTHEM BLUE CROSS BLUE	11/11/13	Health premiums November, 18 employees	\$11,292.49
32588	879	ANTHEM LIFE	11/11/13	Life Insurance premiums, November	\$99.54
32589	880	BAKER & TAYLOR ENTERTAIN	11/11/13	DVDs, Playaways	\$1,093.24
32590	881	BAKER & TAYLOR	11/11/13	Books, Continuations, AV, Auto. Yours	\$11,280.90
32591	882	BETTER CONTAINERS MFG. C	11/11/13	Love My Library Bags	\$121.22
32592	883	BLUETARP FINANCIAL, INC	11/11/13	Rens Roof Repair: fibre roof coat, roofing brush, tapered handle	\$36.86
32593	884	BUSINESS CARD	11/11/13	ILF expenses, vacuum parts, Fall Forum expenses, Staff Anniversary expenses, calendars, drying rack, Teen prize, Children's supplies, B2B expenses, AV Shopping expenses, DVDs, CDs, Director's Meeting expenses	\$3,976.52
32594	885	CARDINAL OFFICE PRODUCT	11/11/13	DeM: Quarterly maintenance agreement on work room copier	\$288.86
32595	886	CARRIAGE PAPER PRODUCT	11/11/13	Receipt paper rolls, toner	\$344.16
32596	887	CHICAGO TRIBUNE	11/11/13	Wh. Subscription 11/7/13-5/7/14	\$259.74
32597	888	CINDY SMITH	11/11/13	Mileage 10/30/13: Kapco Workshop	\$24.86
32598	889	CONSOLIDATED INSURANCE	11/11/13	Semi-annual premium for building insurance	\$9,076.00
32599	890	CULLIGAN WATER CONDITIO	11/11/13	Wh: Water Cooler Rental-November; 5 gallon drinking water-8	\$65.95
32600	891	DEBORAH KRISTOFF	11/11/13	Mileage 10/14-10/26/13: Ask Committee meeting, ILF Conference, bank deposit	\$170.29
32601	892	DELTA DENTAL	11/11/13	Dental Ins. Premiums, November, 18 employees	\$504.44
32602	893	DONNA BARKO	11/11/13	Mileage 9/3-10/30/13: Bank deposits, Post Office	\$23.11
32603	894	DUMAS & MAHNESMITH P.C.	11/11/13	Legal Assistance: Roof Project, Steinke Funeral Home Parking Lot Project	\$918.75
32604	895	EMILY DURAN	11/11/13	Mileage 10/14-10/25/13: Marketing meeting, AV Shopping, Genealogy Conference, Bank deposit	\$118.31
32605	896	ENA SERVICES LLC	11/11/13	Internet service for October 2013	\$1,461.00
32606	897	FINDAWAY WORLD, LLC	11/11/13	Playaways, Cases	\$474.64
32607	898	GALE/CENGAGE LEARNING	11/11/13	Books	\$19.99
32608	899	GRYPHON HOUSE INC.	11/11/13	Audiobooks	\$81.90
32609	900	INFORMATION TODAY, INC.	11/11/13	Internet Librarian Conference registration #100101: M. Widner	\$349.00
32610	901	INTEGRITY SOFTWARE, INC	11/11/13	SoftTrack Renewal	\$957.43
32611	902	JASPER CO. VETERANS COU	11/11/13	2 Indiana Flags, 1 US Flag	\$86.00
32612	903	KANKAKEE VALLEY PUBLISHI	11/11/13	Ad for Rensselaer Roofing Project	\$98.23
32613	904	KARLA HAUSENFLECK	11/11/13	Mileage 10/28-10/30/13: Storytime Boot Camp, Head Start Preschool	\$38.42
32614	905	LINDA POORTENGA	11/11/13	Mileage 10/5-10/24/13: B2B, Post Office, Genealogy Workshop, AV Returns	\$136.96

F6b <i>Warrant</i>		<i>Claim</i>				
<i>Number</i>	<i>Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>		<i>Total</i>
32615	906	MELISSA J. WIDNER	11/11/13	Mileage 10/26-10/31/13: Airport for Internet Librarian Conference; Internet Librarian Conference expenses		\$1,875.27
32616	907	MIDWEST TAPE	11/11/13	DVDs		\$86.65
32617	908	NETWISE RESOURCES LLC	11/11/13	Rens & Wh staff copiers service agreement quarterly		\$718.90
32618	909	NIPSCO	11/11/13	Wh: Gas & Electric Service 10/2-10/30/13		\$1,924.17
32619	910	OFFICE DEPOT	11/11/13	DVD file folders, tape dispenser, label tape, invisible tape, pens, permanent markers, binder clips, filament tape, velcro		\$227.58
32620	911	PATTY EENIGENBURG	11/11/13	Mileage 10/30/13: Kapco Workshop		\$4.52
32621	912	PATTY STRINGFELLOW	11/11/13	Mileage 10/16-11/1/13: Meeting about town water hookup, Fall Forum, Director's Meetings		\$230.52
32622	913	PEGGY WOODS	11/11/13	AV Shopping- DVDs, CDs		\$460.88
32623	914	POSTMASTER	11/11/13	Stamps		\$1,167.20
32624	915	QUILL CORPORATION	11/11/13	Kleenex, toner, ink cartridges, sticky notes, white-out pen, colored copy paper, removable tape, hand sanitizer, rubber cement, velcro, calendar		\$726.43
32625	916	RACHAEL CAVINDER	11/11/13	Mileage 10/8-10/14/13: KV Reading Council, Marketing Meeting		\$33.90
32626	917	RACO INDUSTRIES	11/11/13	Receipt printer, cable		\$413.50
32627	918	REBECCA AMALONG	11/11/13	Mileage 8/1-10/17/13: Digipalooza, Management Meeting		\$38.80
32628	919	RELIABLE EXTERMINATORS, I	11/11/13	Rens: Exterior treatment		\$152.00
32629	920	ROEING CORP.	11/11/13	Printer cable, replacement battery, 5ft cables-14 Server Project equipment		\$29,083.97
32630	921	TOWN OF DEMOTTE	11/11/13	DeM: sewer-October 2013		\$71.90
32631	922	TOWN OF WHEATFIELD	11/11/13	Wh: sewer- November 2013		\$56.65
32632	923	TRUGREEN PROCESSING CE	11/11/13	Wh: Lawn Fertilization		\$91.00
32633	924	VISION SERVICE PLAN- (IN)	11/11/13	Vision Premium, 18 employees November 2013		\$192.41
32634	925	WAL-MART COMMUNITY/GEC	11/11/13	Afterschool program expenses, Children's supplies, Book Discussion expenses, fish tank supplies, Zombie program supplies, wipes, DVDs, cleaning supplies		\$1,054.68
32635	926	WASTE MANAGEMENT	11/11/13	DeM: Trash Pick-up, November		\$80.22
32636	927	WESTON WOODS	11/11/13	Audiobooks		\$721.40
32637	928	WAYFAIR	11/11/13	Office chairs, book cart		\$1,784.13
32638	929	YVONNE DEL VECCHIO	11/11/13	Mileage 9/4-10/30/13: Pinterest Meeting, Walking Books, Book Clubs, Community Connections delivery		\$63.17
32639	930	CDW GOVERNMENT, INC	11/11/13	IPAD Air WI-FI 128 GB Silver		\$2,322.12
32640	931	EBSCO Accounts Receivable	11/11/13	Consumer Reports 12/1/13 - 9/30/15		\$3,667.00
32641	932	EMILY DURAN	11/11/13	Mileage 11/7/13: Genealogy Workshop		\$69.95
32642	933	FLEX-PAC INC	11/11/13	Paper Towels, Multifold Towels		\$134.53
32643	934	GUMDROP BOOKS	11/11/13	Books		\$496.87
32644	935	KIRBY RISK CORPORATION	11/11/13	Lightbulbs, Ballasts		\$547.68
32645	936	MAPLE TRONICS COMPUTER	11/11/13	Endpoint Antiviris Protection, 3 yr		\$1,678.88
32646	937	MOHLER ARCHITECTS, P.C.	11/11/13	Rens: re-roof specs		\$1,936.40
32647	938	UNIQUE MANAGEMENT SERVI	11/11/13	Collections: Initial/Secondary Placements- October 2013		\$205.85

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
Total Amount of Claims					\$173,306.08

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, November 11, 2013

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$173,306.08

Date this 11th day of November, 2013.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, December 9, 2013, 6pm
Rensselaer Public Library

Opening of Meeting

Moment of Silence

Approval of Consent Agenda & Consent Agenda Items

Action

Minutes of November Board Meeting
Bills/Financial Reports
Salary Ordinance Update (R 7)
Policy Review (R 10)

General Business

License Agreement – Steinke Funeral Home (R 60)	Action
Technology Plan 2014 – 2017 (R 15 & R 61)	Action
Health Insurance December Renewal (R 61)	Information
2014 Salary Increase (R 61)	Action
LIRF Transfers (R 61)	Action
Election of Officers (R 61)	Action
End of December Board Meeting (R 61)	Information

Director's Report (R 61-R 63)

Information

Items for Future Agendas

Public Forum

Adjournment

MINUTES

Jasper County Public Library Board of Trustees
6:00 PM

November 11, 2013

Rensselaer Library

Present: Jody Melton, Mari Anne Sayler, Janet Umlauf, Deana George, Janelle Harper, Russ Bailey, Harry Mohler, Patricia Stringfellow, Rebecca Amalong, Sheila Maxwell

Absent: Timothy Schultz, Natalie Waling

Agenda & Consent Agenda Approval: The Agenda and Consent Agenda items that included the October Board Meeting Minutes, bills/financial reports, review of Indemnification Policy and revisions to Materials Selection Policy and Circulation Policy as presented were approved on a motion by M. Sayler and seconded by D. George. Motion passed.

Rensselaer Library Re-Roof Project- Award Contract: Architect Harry Mohler reported to the Board that bids were received on November 6 and passed out a bid tabulation form to summarize the bids submitted: for base bid # 1 shingles – Millwood Roofing \$69,903; Hamstra \$69,597; & Maris and Son \$87,813. For base bid #2 metal – Millwood Roofing \$162,797; Hamstra \$131,757, & Maris and Son no bid. H. Mohler indicated there were no surprises or questions. H. Mohler recommended awarding the contract to Hamstra for the shingle roof. Bid bond and all are in order. Shingles will be purchased this year and stored with installation to occur after March 1, 2014 as weather permits. It will likely be a 1-2 week installation. R. Bailey confirmed that all looks well from a legal standpoint. Contract has been drafted. J. Umlauf made a motion to award the contract to Hamstra for a shingle roof, naming P. Stringfellow as representative of the library and Vice President J. Melton to sign the contract. M. Sayler seconded the motion. Motion passed.

Technical Services Librarian & Systems Administrator Annual Reports: Sheila Maxwell and Rebecca Amalong did an excellent job sharing their impacts for the past year.

S. Maxwell reported that new wireless access points, Meraki devices, were installed at Wheatfield Library. Since we do not have an affordable fiber Internet bandwidth option for Wheatfield and their bandwidth is limited to 3M total we found that their bandwidth was often maxed due to wireless patron use. Adding the Meraki devices allow us to pinpoint which wireless users are using all of the bandwidth and limit users to a certain percentage of the bandwidth available so that one user cannot use all of it. This is a great solution to manage our limited bandwidth. Credit card processing has been listed in our Technology Plan for many years. Staff were often receiving patron requests for this payment method so we began to consider how we might make this happen. Many options and devices were researched before settling on traditional hardware terminals and services through Sage. We launched this service in October. Sheila shared that we are in the process of replacing all of our servers with new equipment with assistance from Roeing. We currently have 10 physical servers and are moving to a virtual server environment. This new setup saves space and energy, has redundancy built in, allows us to easily add new virtual servers and resources, and allows us to more fully utilize the resources we have. S. Maxwell concluded by explaining that our wireless agreement page, made available via Captive Portal technology, was creating problems for patron mobile devices and taking a lot of staff time to troubleshoot. We determined that it was time to remove Captive Portal from our set up. Patrons may now surf immediately when they select our wireless network. Staff are ecstatic that patrons can now connect so easily.

R. Amalong reported attending Digipalooza and learning a lot about e-books, e-readers, and a new version of Overdrive at this multi-day conference. Streaming media is the latest thing they are working on, especially movies. We are now adding records for e-books into our catalog. This makes it much easier for staff and patrons to research and download this e-content. Records come from Overdrive. Staff Development Day featured video training, Technical Services 101, which explained many of the processes and major tasks completed in this department. This hour long video didn't cover all that Technical Services does, but it was well received and stands as a model of video training that could be used for other topics. R. Amalong continued by explaining that she embarked on collection inventory at Rensselaer Library this year focusing on large print, reference, and non-fiction. She used an iPad with a wand for scanning, and this made the whole process much more efficient than in previous years. While working in the stacks, she weeded for condition, removing tattered items for staff review. On occasion she would find an item on shelf that belonged at another location and sent it back to its correct location. Lastly, R. Amalong reported that she now serves on the Marketing Committee and enjoyed participating with other staff members in the Little Cousin Jasper Parade. We pulled/pushed a library train down the hot parade route, and one little boy deemed us 'cool'. Since Becky's department is behind the library scene, she enjoys interacting with the community with marketing activities.

Health Insurance: P. Stringfellow explained that this year we opted to receive rate information from Anthem for a December 1 renewal of health insurance under current regulations. This information did arrive, though later than expected. The rates showed a 3.6% increase for health insurance, a 15% increase for vision, with no increase for dental or life. Benefit details for a December 1 renewal would be the same as for this year. We had been told that we would also receive rates for a January 1 renewal under the new regulations so that we could compare rates and benefits and select the plan and costs that worked best for the library. We were told that the plan coverage for a January 1 renewal would not be identical to what we have currently but would be comparable. Timelines and processes have been constantly changing, and just this morning we learned that Anthem will not be automatically generating January rates for the library. In order to receive rates for January from Anthem the library must reject the December early renewal offer and indicate they want to receive January rates. This was not how this process was to work. We have December 1 renewal rates and details, but we do not have rates or details for a January 1 renewal. All of that is a mystery though we have been told the January rates will likely go down by 10-20%. The problem is that the quality of the coverage is not known. We do not know if coverage would be the same as what we have currently, better, or worse. P. Stringfellow recommended that the board accept the December 1 renewal with known rates and details. It seems the best option with all that we know and in consideration of what we do not know. J. Umlauf moved and M. Sayler seconded to take the December 1 renewal. Motion passed unanimously.

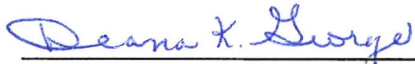
2014 Slate of Officers: J. Umlauf presented the nominees for the following 2014 offices: J. Umlauf, President; N. Waling, Vice-President; D. George, Secretary J. Harper, Treasurer; and T. Schultz, Assistant Treasurer. The board will vote on the new slate at the December meeting.

Final Board Meeting of 2013: The year-end meeting to approve final bills, transfers and encumbrances for the year, is tentatively scheduled for Friday, Dec. 27th, at 9:00 AM with J. Umlauf, D. George, J. Harper, & M. Sayler planning to attend.

Director's Report: The Library was selected for an Unemployment Insurance Audit by the Indiana Department of Workforce Development. This was a random selection, and the audit was

performed in mid October. We had a clean audit, and a report is on file in the Business Office. The auditor thanked us for our hospitality and was glad to get things done in one day. Hamstra Group did begin their work at DeMotte Library today to install the water meter and piping so that we can hook up to town water. The cost for their work will be \$4730. The work is expected to be completed on Tuesday.

Adjournment: With no further matters for discussion, J. Melton adjourned the meeting at 7:10pm.



Deana George, Secretary



Attest: Jody Melton, Vice-President

CIRCULATION BY HOLDINGS CODE
November 2013

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	31	1	0	32
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJPBF)	0	0	0	0
Award Winning fiction (DAWFIC)	18	1	2	21
Award Winning non-fiction (DAWNF)	0	0	0	0
Award Winner YAFIC (DAYAF)	1	0	0	1
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	45	6	0	51
Blu-Ray (DBR)	96	0	0	96
Books on CD (DBKCD)	167	9	7	183
Books on Tape (DBKT)	4	0	0	4
Compact Disc (DCD)	317	16	0	333
Digital Audiobooks (DDA)	18	0	1	19
DVD (DDVD)	1667	37	4	1708
Equipment (DEQP)	64	0	0	64
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	32	0	0	32
Fiction (DFIC)	694	16	17	727
Fiction Fantasy (DFICF)	3	0	2	5
Fiction Mystery (DFICM)	90	7	0	97
Fiction New (DFICNEW)	415	16	9	440
Fiction Science Fiction (DFICSF)	12	0	1	13
Fiction Western (DFICW)	10	2	0	12
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	62	0	1	63
Hanging Bags (DHANG)	7	0	0	7
ILL (DILL)	45	2	0	47
Internet (DINTER)	885	0	0	885
Juv. Audio book (DJAUDB)	4	1	0	5
Juv. Biography (DJBIO)	25	4	0	29
Juv. Book on CD (DJBKCD)	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	28	0	0	28
Juvenile Easy (DJE)	480	16	7	503
Juv. Easy Non-fiction (DJENF)	78	1	1	80
Juv. Easy Reader (DJER)	327	3	3	333
Juv. Fiction (DJFIC)	488	15	7	510
Juv. Holiday books (DJHOL)	126	5	0	131
Juv. Magazine (DJMAG)	40	0	0	40
Juv. Music Cassette (DJMC)	0	0	0	0
Juv. Nonfiction (DJNF)	309	7	9	325
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	3	0	0	3
Juv. Toddler (DJTOD)	101	0	0	101

Large Print Fiction (DLPF)	181	29	2	212
Large Print Nonfic (DLPNF)	10	0	0	10
Magazine (DMAG)	711	6	7	724
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	21	1	0	22
Nonfiction 100 (DNF100)	18	1	1	20
Nonfiction 200 (DNF200)	26	4	0	30
Nonfiction 300 (DNF300)	34	11	2	47
Nonfiction 400 (DNF400)	3	0	0	3
Nonfiction 500 (DNF500)	11	1	1	13
Nonfiction 600 (DNF600)	153	15	5	173
Nonfiction 700 (DNF700)	57	7	4	68
Nonfiction 800 (DNF800)	16	0	0	16
Nonfiction 900 (DNF900)	35	2	0	37
Nonfiction Blu-Ray (DNFBR)	1	0	0	1
Nonfiction DVD (DNFDVD)	91	1	0	92
Nonfiction (DNFIC)	1	0	0	1
Nonfiction New (DNFNEW)	107	12	1	120
Nonfiction VHS (DNFVHS)	6	0	0	6
Oversize (DOVER)	1	0	0	1
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	2	0	0	2
Reference (DREF)	0	0	0	0
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	10	0	0	10
Software (DSWAR)	21	5	0	26
Vertical File (DVF)	0	0	0	0
VHS (DVHS)	34	3	0	37
YA Audio book (DYAUDB)	6	2	0	8
YA Biography (DYAB)	0	0	0	0
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	191	4	10	205
YA Music CD (DYACD)	3	0	0	3
YA Nonfiction (DYANF)	3	0	1	4
YA Paperback Fic (DYAPBF)	0	0	0	0
Storage (DZSTO)	3	1	0	4
Award Winner JBIO (RAJBIO)	0	0	0	0
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	3	47	0	50
Blu-Ray (RBR)	0	239	0	239
Books on CD (RBKCD)	3	153	0	156
Books on Tape (RBKT)	0	0	0	0
Compact Disc (RCD)	4	257	1	262
Digital Audiobooks (RDA)	0	15	0	15
DVD (RDVD)	33	3095	71	3199
Equipment (REQP)	0	33	0	33
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	46	0	46
Fiction (RFIC)	23	559	13	595
Fiction New (RFICNEW)	21	399	13	433

Genealogy (RGENE)	0	0	0	0
Genealogy Mag (RGMAG)	0	0	0	0
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	1	138	4	143
Hanging Bag (RHANG)	0	8	0	8
ILL (RILL)	1	51	1	53
Internet (RINTER)	0	1253	0	1253
Juv. Audio book (RJAUDB)	5	10	0	15
Juv. Biography (RJBIO)	0	36	0	36
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	0	11	0	11
Juvenile Easy (RJE)	10	737	2	749
Juv. Easy Non-fiction (RJENF)	5	76	1	82
Juv. Easy Reader (RJER)	0	307	2	309
Juv. Fiction (RJFIC)	14	625	5	644
Juv. Magazine (RJMAG)	0	27	0	27
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	8	451	7	466
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	1	0	1
Juv. Reference (RJREF)	0	15	0	15
Juv. Toddler (RJ TOD)	1	126	0	127
Large Print Fiction (RLPF)	15	239	4	258
Large Print Nonfic (RLPNF)	0	16	0	16
Magazine (RMAG)	9	438	2	449
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	0	11	0	11
Non-Fiction 100 (RNF100)	1	11	1	13
Non-Fiction 200 (RNF200)	7	37	1	45
Non-Fiction 300 (RNF300)	4	70	3	77
Non-Fiction 400 (RNF400)	4	4	0	8
Non-Fiction 500 (RNF500)	0	19	4	23
Non-Fiction 600 (RNF600)	21	286	11	318
Non-Fiction 700 (RNF700)	9	74	1	84
Non-Fiction 800 (RNF800)	0	20	0	20
Non-Fiction 900 (RNF900)	4	81	1	86
Nonfiction Blu-Ray (RNFB R)	0	7	0	7
Nonfiction DVD (RNFDVD)	0	184	2	186
Nonfiction (RNFIC)	5	19	1	25
Nonfiction new (RNFNEW)	17	233	6	256
Nonfiction VHS (RNFVHS)	0	0	0	0
Oversize (ROVER)	1	2	0	3
Professional Coll. (RPRO)	0	2	0	2
Reference (REF)	0	0	0	0
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	2	0	2
Software (RSWAR)	0	39	0	39
Vertical File (RVF)	0	0	0	0
VHS (RVHS)	0	0	0	0
YA Audio book (RYAUDB)	0	7	0	7
YA Biography (RYAB)	0	1	0	1

YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	11	134	9	154
YA Music CD (RYACD)	0	41	0	41
YA Nonfiction (RYANF)	0	16	1	17
YA Paperback Fic (RYAPBF)	0	0	0	0
Storage (RZSTO)	0	0	0	0
Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	1	2	10	13
Blu-Ray (WBR)	0	2	151	153
Books on CD (WBKCD)	12	11	152	175
Books on Tape (WBKT)	0	0	5	5
Compact Disc (WCD)	3	15	192	210
Digital Audiobooks (WDA)	0	0	14	14
DVD (WDVD)	17	31	2038	2086
Equipment (WEQP)	0	0	32	32
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	17	17
Fiction (WFIC)	31	24	245	300
Fiction Fantasy (WFICF)	1	0	6	7
Fiction Mystery (WFICM)	6	6	49	61
Fiction New (WFICNEW)	28	23	291	342
Fiction Science Fiction (WFICSF)	0	0	6	6
Fiction Western (WFICW)	0	0	2	2
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	0	0	59	59
Hanging Bags (WHANG)	0	2	11	13
ILL (WILL)	1	1	50	52
Internet (WINTER)	0	0	548	548
Juv. Audio book (WJAUDB)	0	0	4	4
Juv. Biography (WJBIO)	2	14	12	28
Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	0	0
Juv. Compact Disc (WJCD)	1	0	19	20
Juvenile Easy (WJE)	5	12	456	473
Juv. Easy Non-fiction (WJENF)	11	2	37	50
Juv. Easy Reader (WJER)	0	3	279	282
Juv. Fiction (WJFIC)	20	19	342	381
Juv. Magazine (WJMAG)	0	3	15	18
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	7	25	231	263
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	0	0
Juv. Toddler (WJTOD)	2	2	85	89
Large Print Fiction (WLPF)	7	8	98	113
Large Print Nonfic (WLPNF)	3	1	14	18
Magazine (WMAG)	8	1	364	373
Non-Fiction 000 (WNF000)	0	1	4	5
Non-Fiction 100 (WNF100)	0	0	11	11
Non-Fiction 200 (WNF200)	5	3	13	21
Non-Fiction 300 (WNF300)	5	2	18	25
Non-Fiction 400 (WNF400)	1	1	2	4

Non-Fiction 500 (WNF500)	0	0	5	5
Non-Fiction 600 (WNF600)	14	8	128	150
Non-Fiction 700 (WNF700)	5	2	25	32
Non-Fiction 800 (WNF800)	2	0	1	3
Non-Fiction 900 (WNF900)	2	3	20	25
Nonfiction Blu-Ray (WNFBR)	0	0	0	0
Nonfiction DVD (WNFDVD)	0	2	90	92
Nonfiction (WNFIC)	1	0	1	2
Nonfiction New (WNFNEW)	14	6	97	117
Nonfiction VHS (WNFVHS)	0	0	0	0
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	0	0	0	0
Software (WSWAR)	0	0	11	11
Vertical File (WVF)	0	0	2	2
VHS (WVHS)	1	0	15	16
YA Audio book (WYAUDB)	1	0	2	3
YA Biography (WYAB)	1	2	0	3
YA Books on CD (WYABKCD)	0	0	2	2
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	11	11	175	197
YA Music CD (WYACD)	0	0	0	0
YA Nonfiction (WYANF)	1	4	24	29
YA Paperback Fic (WYAPBF)	0	0	0	0
Storage (WZSTO)	0	0	0	0
TOTAL	8918	11230	6752	26900

CIRCULATION BY HOLDINGS CODE
November 2013

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	31	1	0	32
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	18	1	2	21
Award Winning non-fiction (AWNf)	0	0	0	0
Award Winner YAFIC (AYAF)	1	0	0	1
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	49	55	10	114
Blu-Ray (BR)	97	248	151	496
Books on CD (BKCD)	182	173	159	514
Books on Tape (BKT)	4	0	5	9
Compact Disc (CD)	324	288	193	805
Digital Audiobooks (DA)	18	15	15	48
DVD (DVD)	1717	3163	2113	6993
Equipment (EQP)	64	33	32	129
See librarian (ERR)	0	0	0	0

Express Book (EXP)	32	46	17	95
Fiction (FIC)	748	599	275	1622
Fiction Fantasy (FICF)	4	0	8	12
Fiction Mystery (FICM)	96	13	49	158
Fiction New (FICNEW)	464	438	313	1215
Fiction Science Fiction (FICSF)	12	0	7	19
Fiction Western (FICW)	10	2	2	14
Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	63	138	64	265
Hanging Bags (HANG)	7	10	11	28
ILL (ILL)	47	54	51	152
Internet (INTR)	885	1253	548	2686
Juv. Audio book (JAUDB)	9	11	4	24
Juv. Biography (JBIO)	27	54	12	93
Juv. Book on CD (JBCD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	0	0
Juv. Compact Disc (JCD)	29	11	19	59
Juvenile Easy (JE)	495	765	465	1725
Juv. Easy Non-Fiction (JENF)	94	79	39	212
Juv. Easy Reader (JER)	327	313	284	924
Juv. Fiction (JFIC)	522	659	354	1535
Juv. Holiday (JHOL)	126	5	0	131
Juv. Magazine (JMAG)	40	30	15	85
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	324	483	247	1054
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	1	0	1
Juv. Reference (JREF)	3	15	0	18
Juv. Toddler (JTOD)	104	128	85	317
Large Print Fiction (LPF)	203	276	104	583
Large Print Nonfic (LPNF)	13	17	14	44
Magazine (MAG)	728	445	373	1546
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	21	13	4	38
Non-Fiction 100 (NF100)	19	12	13	44
Non-Fiction 200 (NF200)	38	44	14	96
Non-Fiction 300 (NF300)	43	83	23	149
Non-Fiction 400 (NF400)	8	5	2	15
Non-Fiction 500 (NF500)	11	20	10	41
Non-Fiction 600 (NF600)	188	309	144	641
Non-Fiction 700 (NF700)	71	83	30	184
Non-Fiction 800 (NF800)	18	20	1	39
Non-Fiction 900 (NF900)	41	86	21	148
Non-Fiction Blu-Ray (NFBR)	0	0	0	0
Non-Fiction DVD (NFDVD)	91	187	92	370
Nonfiction (NFIC)	7	19	2	28
Nonfiction New (NFNEW)	138	251	104	493
Nonfiction VHS (NFVH)	6	0	0	6
Oversize (OVER)	2	2	0	4
Professional Coll. (PROF)	0	2	0	2
Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	2	0	0	2

Reference (REF)	37	56	66	159
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	10	2	0	12
Software (SWAR)	21	44	11	76
Vertical File (VF)	0	0	2	2
VHS	35	3	15	53
YA Audio book (YAUDB)	7	9	2	18
YA Biography (YAB)	1	3	0	4
YA Books on CD (YABKCD)	0	0	2	2
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	213	149	194	556
YA Music CD (YACD)	3	41	0	44
YA Nonfiction (YANF)	4	20	26	50
YA Paperback Fic (YAPBF)	0	0	0	0
Storage (ZSTO)	3	1	0	4
				0
Free reads	686	547	108	1341
Games/Puzzles	20	23	0	43
Talking books	0	1	0	1
Assignment Shelf Books	0	0	0	0
TOTAL	9661	11857	6926	28444

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	2258	1922	883	5063
Nonfiction	761	1133	509	2403
CHILDREN'S BOOKS				
Fiction	1497	1867	1190	4554
Nonfiction	576	637	298	1511
YA BOOKS				
Fiction	277	287	258	822
Nonfiction	5	23	26	54
Magazines, Adult	728	445	373	1546
Magazines, Children	40	30	15	85
Sound Recordings, adult	535	486	376	1397
Sound Recordings, ch	48	73	34	155
Online databases	0	0	0	0
Software	21	44	11	76
Vertical file	0	0	2	2
VHS/DVD/Blu-Ray	1946	3601	2371	7918
Equipment	64	33	32	129
Total	8756	10581	6378	25715
A-V Circulation	2550	4204	2792	9546
A-V Circulation as % of total	29.1%	39.7%	43.8%	37.1%

November 2013

DEMOTTE

76,838

-4.0%

69.159

69,159

0.1%

52.789

52.789

-6.1%

2012

26,483

298,004

2013

25.715

294,607

% change

-2.9%

-1.1%

DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION	
Start of Month	End of Month	Start of Month	End of Month	Start of Month	End of Month
Volumes	Volumes	Volumes	Volumes	Volumes	Volumes
ADULT BOOKS					
21,913	22,007	13,363	13,434	14,085	14,165 Fiction
19,689	19,767	20,201	20,228	10,034	10,083 Nonfiction
CHILDREN'S BKS					
14,819	14,865	12,700	12,756	11,040	11,082 Fiction
8,124	8,138	6,676	6,683	5,827	5,829 Nonfiction
YA BOOKS					
2,164	2,169	2,963	2,982	2,304	2,324 Fiction
580	581	749	747	133	133 Nonfiction
0 Magazines,Adult					
0 Magazines, Child					
0	0	20	20	0	0 Games, Toys
3,546	3,557	3,965	4,001	3,999	4,027 Sound Rec/Adult
756	754	597	598	824	832 Sound Rec/Child
18	18	29	29	7	7 Online Databases
372	372	335	336	177	177 Software
0	0			4	4 Vertical Files
4,470	4,492	7,184	7,203	4,042	4,069 VHS/DVD/Blu-ray
118	118	142	142	57	57 Equipment
76,569	76,838	68,924	69,159	52,533	52,789 TOTAL

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

November 2013

R5

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
		Hrs.		Hrs.		Hrs.		
INTRALIBRARY LOANS FILLED	243	53	240	52	312	68	795	172
LOCAL HISTORY								
In person	5	1	7	2	0	0	12	3
Letters written	0	0	9	9	0	0	9	9
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use-Wired	885	37	1253	52	548	23	2686	112
Internet use-Wireless	1846		2085		1846		5777	
Computer software used	194	16	182	15	130	11	506	42
VCR Use	0	0	0	0	0	0	0	0
Microforms	55	7	3	0		0	58	8
CD ROM/Online databases	141	12	238	20	113	9	492	41
Typewriter use	0	0	0	0	0	0	0	0
Other equipment used	0	0	1	0	0	0	1	0
OTHER LIBRARY SERVICES USED								
Outreach activities	50	50	18	12	0	0	68	45
Notarized documents	4	1	6	2	5	1	15	4
Meeting Room Use (no. of group	35	12	49	16	27	9	111	37
Study room use	27	2	17	1	33	3	77	6
Proctoring	0	0	0	0	0	0	0	0
Tax Forms distributed	0	0	0	0	0	0	0	0
Pull Requests	0	0	0	0	0	0	0	0
E-books downloaded							781	
IN-HOUSE USE ITEMS	303		291		192		786	
SELF-CHECKOUT USE	270		933		401		1604	
INTERLIBRARY LOANS								
Requests made for:	27	7	49	12	36	9	112	28
Items rec'd for:	37	19	56	28	64	32	157	79
Items requested by other libraries	0		0		0		0	
Items supplied to other libraries	0	0	0	0	0	0	0	0

REGISTRATIONS

Total Borrowers	8432	8672	4959	22063
Non-resident, paying	1	1	0	2
PLAC card users	0	2	1	3
Reciprocal borrowers	369	543	127	1039
Number of New Patrons Added	35	54	26	

PROGRAMS

DeMotte	Rensselaer	Wheatfield	TOTAL	HOURS SPENT
Hrs.	Hrs.	Hrs.		

Programs for all ages	1	6	2	12	0	0	3	18
Children's Programs (0-13)	7	42	12	72	13	78	32	192
Number attending	52		112		223		387	
YA Programs (14-17)	0	0	3	18	0	0	3	18
Number attending	0		44		0		44	
Adult Programs	7	42	5	30	0	0	12	72
Number attending	61		62		55		178	
Senior Citizen Programs	6	36	2	12	3	18	11	66
Number attending	71		31		17		119	
Total Number of Programs	21	126	24	144	16	96	61	366
Total Persons Attending	184		249		295		728	
Total Attending Same Month Last Yr.	214		341		294		849	
Total Staff Hours Spent		342		366		261	969	953
Total Number of In-House Program	19		22		13		54	
Total Attendance	140		212		158		510	
Total Number of Outreach Program	2		2		3		7	
Total Attendance	44		37		137		218	

CIRCULATION BY PATRON CODE

PATRONS	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	6739	77.1%	7196	68.2%	4446	70.4%	18381	71.8%
Corporate	10	0.1%	80	0.8%	5	0.1%	95	0.4%
Juvenile 0-11	87	1.0%	282	2.7%	68	1.1%	437	1.7%
Juvenile-AV	903	10.3%	1254	11.9%	755	12.0%	2912	11.4%
Nonresident No Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Adult	211	2.4%	445	4.2%	163	2.6%	819	3.2%
Reciprocal Juvenile	0	0.0%	11	0.1%	0	0.0%	11	0.0%
Reciprocal Juvenile AV	0	0.0%	41	0.4%	12	0.2%	53	0.2%
Reciprocal YA	0	0.0%	2	0.0%	0	0.0%	2	0.0%
Reciprocal YA AV	0	0.0%	4	0.0%	0	0.0%	4	0.0%
School	0	0.0%	8	0.1%	0	0.0%	8	0.0%
School AV	0	0.0%	10	0.1%	0	0.0%	10	0.0%
St. Joseph College	0	0.0%	82	0.8%	0	0.0%	82	0.3%
Staff	461	5.3%	722	6.8%	470	7.4%	1653	6.5%
Walking books	75	0.9%	145	1.4%	0	0.0%	220	0.9%
YA 12-17	26	0.3%	68	0.6%	8	0.1%	102	3.2%
YA-AV	227	2.6%	198	1.9%	385	6.1%	810	3.2%
Total	8739		10548		6312		25599	
 All items borrowed by nonresidents	 211	 2.4%	 603	 5.7%	 175	 2.8%	 989	 3.9%

**Salary Ordinance 2013
Updated 12/9/13**

Name	Classification	Hrly Wage	Start Date	Hrs Worked	Library
Ralph Bryant	Janitor	\$11.42	12/10/13	15	R
Derek DeJong	Janitor			15	R

We have hired Ralph Bryant as Janitor, replacing Carolyn Sue who no longer works for the library. This position used to be a 20 hour per week position but is now a 15 hour per week position. We have added 5 hours to Derek DeJong's Janitor position which changes the hours per week from 10 to 15. This will allow for more effective scheduling with each janitorial position having 15 hours.

We have examined and approved the changes to the 2013 Jasper County Public Library Salary Ordinance. Dated 12/9/13.

<u>Deanna K. George</u>	<u>Janet Umblauf</u>
<u>Jody Melton</u>	<u>Timothy H. Schuck</u>
<u>Natalie A. Welling</u>	

Meeting Room Policy

Who May Use the Meeting Rooms

The Rensselaer, DeMotte, and Wheatfield libraries have meeting areas available for the purpose of promoting the library's mission to

inform, enrich and empower our diverse community.

The meeting rooms are available for use by area clubs, organizations, committees, individuals and businesses with restrictions on use noted below. The library's programs and meetings shall have first priority for use.

The meeting rooms will be available to groups in the community regardless of the beliefs and affiliations of their individual members.

No one may sell, trade, or solicit on Library property and no admission fees may be charged or collected, *except in conjunction with a library-sponsored program/event (prior approval is required)*. Exceptions are made for tutors; see Study Room Policy.

The individual reserving and assuming responsibility for the room must be a **an 18 year old** resident of the Jasper County Public Library district who is a library card holder in good standing. Exceptions to this requirement will be made for representatives of U.S. or Indiana governmental agencies.

The Board of Trustees reserves the right to make a final decision if questions arise concerning use of the libraries.

Responsibilities of User Group

Use must be confined to the activity for which the facilities were requested. Grounds, furniture, equipment and other property must be properly cared for and returned to a neat and orderly condition following use. Upon leaving the building, meeting room must be securely locked.

Furnishings may not be removed from the meeting area without permission of the building supervisor. Nothing may be attached to or removed from walls, ceiling or floor except on designated bulletin boards or by special permission of the building supervisor.

Open flames (candles, matches, sternocups, etc.) and red, orange or purple beverages are not permitted in meeting rooms.

Groups using the library's facilities are responsible for the actions of those persons attending their functions and must take full responsibility for loss or damage to any Library property, furnishings, and/or equipment occurring as a result of their group's use of Library property.

The Library shall not be responsible for damage or injury to any person or property occurring as a result of the group's use of the library.

Groups meeting while the library is open for business must maintain a noise level that does not interfere with the normal functioning of the library.

Publicizing Programs

The fact that a group is permitted to meet at the Library does not imply co-sponsorship of the event or Library endorsement of the group or of the ideas presented at the meeting. Publicity for meetings or programs must make this clear.

Room Charges

There is no charge for single or monthly meetings or programs except for private social gatherings. Use of a meeting room is subject to the approval of the Director or Agency Head. The Library Board of Trustees is the sole arbiter of any questions relating to the use of a meeting room.

Donations to the library's gift fund are accepted with pleasure.

The meeting rooms may be rented for private social gatherings. The cost is \$50.00 plus applicable taxes due after the room has been used. A \$100 security deposit is required, payable by cash or check prior to the scheduled event at time key is picked up. The security deposit is forfeited if the room is not left in good condition or if rental payment is not made within two business days.

Smoking and Drinking

Smoking is not permitted in any part of the library. Use of alcoholic beverages is prohibited on all library property.

Revoking of Meeting Room Privileges

The Library reserves the right to revoke meeting room privileges for any group if it feels the group has not met the conditions stated in this policy.

The Library's Responsibility

The Library is not responsible for items left in the building. No storage facilities are available for meeting room users.

Adopted 1993; revised 12/13

JASPER COUNTY PUBLIC LIBRARY
INFORMATION TECHNOLOGY PLAN
2014 Thru 2017

Creation Date: 10/31/13 rev 12/5/2013

I. INTRODUCTION

The Jasper County Public Library sees technology as one means of providing its community with equal access to information in an age when information is power. This Information Technology Plan has been prepared as a way of achieving that vision. While intended to guide the Library in its choices and uses of technology through June 30, 2017, the Plan is not designed to act as a constraint to innovation or special opportunities. The Plan will, therefore, be reviewed and, if necessary, revised on an annual basis.

The Plan is divided into the following sections:

- ◆ Section I Introduction (p. 2)
- ◆ Section II The Library, Its Mission, and Its Goals (pp. 3-4)
- ◆ Section III Technology Vision and Guiding Principles (pp. 5-6)
- ◆ Section IV The Information Technology Plan (pp. 7-22)
 - 1 Enhance information resources and information delivery methods
 - 2 Purchase and/or upgrade the hardware and software required to support the Library's technology programs in a fast and efficient manner
 - 3 Provide adequate staff to carry out the Information Technology Plan
 - 4 Provide for technology disaster recovery
 - 5 Enable independent patron use of electronic resources
 - 6 Determine library needs that are better met collaboratively
 - 7 Develop and maintain a funding strategy to fund the Information Technology Plan
- ◆ Section V Professional Development (p. 23-24)
- ◆ Section VI Needs Assessment (pp. 25-33)
 - 1 Needs Assessment Tools
 - 2 Present Technology at JCPL
- ◆ Section VII Budget (pp. 34-37)
- ◆ Section VIII Plan Evaluation (p. 38)

The original plan was developed according to the wishes of the Technology Plan Committee, consisting of representatives of Jasper County schools, businesses, media representatives and library staff. It was prepared with the assistance of Information Systems Consultants, Inc. The most recently revised plan was developed by the Systems Administrator and Library Director, with input from the Management Team and approved by the Board of Trustees.

II. THE LIBRARY, ITS MISSION, AND ITS GOALS

The Jasper County Public Library (JCPL) serves a population of approximately ~~27,947~~ 31,525, with libraries in DeMotte, Rensselaer (headquarters), and Wheatfield. The DeMotte and Rensselaer Libraries, built in 1992, are approximately 17,000 square feet each. The Wheatfield Library, built in 2005, is approximately 14,900 square feet.

The Library has over ~~20,740~~ 22,970 registered borrowers. Annual circulation is ~~348,687~~ 318,776, an average of ~~17~~ 14 titles per year per registered borrower. The collections total ~~172,159~~ 201,271 items including over 9000 e-books. ~~68,991 at DeMotte, 58,577 at Rensselaer, and 44,591 at Wheatfield.~~

The Library does not limit patrons to use of their own agency's collections; it shares materials freely among the three locations. Approximately 9,081 such intra-library loans occur each year. There is daily courier service to facilitate the movement of materials. In addition, the Library borrows over ~~2,200~~ 2,000 items a year from other libraries through interlibrary loan. Turnaround time for interlibrary loan is approximately 1.5 weeks. The Library also uses fax machines and PDF scanning/email to move information quickly among the agencies and with other libraries. The Library has website that offers online access to our Library events calendar, local information and history, library catalog, and links guiding Internet users to useful websites and databases. All staff computers and 32 public computers have Internet access. In addition, a wide-area network allows patrons at all three libraries to access valuable databases accessible through the library's servers and online. This network also allows staff to share files with each other, to print to network printers, share calendars, exchange e-mail. At each library we have a wireless network that offers patrons the opportunity to bring their laptops or other portable devices to the library and access the Internet. Self-checkout kiosks provide patrons with independent access to library materials if they desire. Full service checkout is still available.

JCPL's Mission and Long Range Goals

The overall **mission** of JCPL is to inform, enrich and empower our diverse community.

The Library's long-range **goals** include (taken from current LRP):

- The Library will provide the community with a trained and highly motivated staff with diverse skills who contribute to the achievement of library goals.
- The Library will provide opportunities for professional growth and will encourage staff participation.
- The Library will reach out to the community to increase awareness of its products, resources, and services and communicate that it is always growing and changing with the needs of those it serves.
- The Library will operate and maintain facilities based on the changing role of the library and the needs of the community.
- The Library will provide and expand products, services, and programs to meet the needs of the community.

In each area of focus community need, funding, and technology will be important considerations.

As with any journey, we recognize there will be twists and turns along the way and perhaps a need to change course. We recognize that a Technology Plan is a living, breathing document, as dynamic as the community we serve. To help us stay on course and also recognize when portions of the course must change, we will assess our progress along the way, specifically every three months at our Staff and Board meetings. What have we accomplished? What work still needs to be done? Have our communities changed? Have the needs changed? Have community needs changed? We will measure and record our progress. We, our community, Board, and staff will make this journey together. Library Board and Staff are committed to the success of this plan.

The 2010-2014 Long Range Plan was adopted in November 2009.

III. TECHNOLOGY VISION AND GUIDING PRINCIPLES

Technology Vision

Technology is viewed as one means of providing equal access to information to each person in the community in an age when information is power.

When patrons come to our library to use our computers, research resources, and computer programs, they will do so without technical difficulty. Technical difficulties that do occur will be resolved immediately with expertise and a smile. We want patrons to realize that we have state of the art equipment and are committed to resolving technical difficulties immediately so that they leave the library satisfied with our technology.

Guiding Principles

The following guiding principles have been developed in carrying out the technology vision:

1. We will treat all computer users with equal respect and consideration.
2. We will consider every Internet activity valid, so long as activities are in accordance with our Internet Use and Safety policy.
3. We will provide fast, efficient computers that allow patrons to achieve their technology goals at point of service.
4. We will provide software and electronic research resources on a variety of subjects.
5. We respect and protect the privacy of our patrons to the fullest extent permissible by law.
6. We are committed to providing excellent customer service in the area of technology.
7. We will use contractual services for planning and implementation when appropriate.
8. We will adhere to Indiana Public Library Standards as they pertain to technology.
9. We will share expertise and costs with local or regional networks and with schools and other information sources whenever practical and beneficial to library patrons.
10. We will only implement those technologies that are compatible with each other.
11. We will obtain, in electronic format, only those materials which are more conveniently accessed, patron preferred, and/or more cost-effective in that format.
12. We will strive for simplicity and user-friendliness when selecting and configuring equipment, software, and system operations.
13. We will make certain that all activities undertaken in the interests of technological advancement will be relevant to the Library's mission statement and Long Range

Plan.

- 14. We will continually monitor and evaluate all programs, services, and activities to ensure that all are relevant and cost-effective.**

IV. THE INFORMATION TECHNOLOGY PLAN

The Information Technology Plan consists of seven goals:

- 1. Enhance information resources and information delivery methods**
- 2. Purchase and/or upgrade the hardware and software required to support the Library's technology programs in a fast and efficient manner**
- 3. Provide adequate staff to carry out the Information Technology Plan**
- 4. Provide for technology disaster recovery**
- 5. Enable independent patron use of electronic resources**
- 6. Determine library needs that are better met collaboratively**
- 7. Develop and maintain a funding strategy to fund the Information Technology Plan**

Each of the goals of the Information Technology Plan has a number of strategies and actions associated with it as follows:

Goal 1: Enhance information resources and information delivery methods

Strategy 1: Improve accessibility of electronic resources through the library.

Action (1): Annually in April, Managing Librarians will evaluate patron PCs to determine if they are meeting patron needs.

Action (2): By 2015, the Management Team will investigate offering an online request for ILL.

Action (3): As new online databases are added, the Database Coordinator will endeavor to provide remote access via the JCPL homepage.

Action (4): As an ongoing activity, Local History staff will continue to expand searchable local information databases, such as obituaries and a newspaper index.

Action (5): As opportunities arise, Local History staff will participate in non-JCPL-

hosted online local history repositories.

Action (6): ~~As time allows, the Technical Services Librarian~~ The Library will endeavor to provide minimum metadata for existing Milroy CONTENTdm collection.

Action (7): ~~By August 2011, the Library Director and Rensselaer Managing Librarian will assemble a committee to evaluate,~~ As an ongoing activity and in consideration of copyright requirements, the Digitization workgroup will evaluate items to digitize and make available via the web, including: ~~in consideration of copyright requirements,~~

- ~~Remaining non-digitized Milroy collection to determine which to digitize~~ (Ella's Diary, Valentine, and Bible).
- Transcribed books (Margaret Paulus Milroy and Paulus genealogy volumes).
- KVHS and RCHS yearbooks.
- Vintage Views

Action (8): For Action 7 items, the Digitization workgroup will determine means of digitization (in-house or professional) and funding (grants).

Action (9): As an ongoing activity, Local History staff will digitize existing audio and video oral histories, in consideration of copyright requirements, and provide them to the Webmaster to make available on the JCPL homepage.

Action (10): The Library will investigate software options for offering searchable in-house access to vertical files.

Action (11): As time allows, the Local History staff will consider digitizing, in consideration of copyright requirements, other notable local history items (vertical files) for topical presentation on our JCPL homepage (similar to Halleck page).

Action (12): ~~Annually, the~~ The Management Team, in conjunction with the Webmaster and ~~Homepage~~ relevant committees, will regularly maintain a high level of excellence on the library's website, ensuring that it is eye-catching, easy to navigate and contains a large amount of information on

programming and events, improving and upgrading as time and money will allow.

Action (13): In June the Webmaster will make an annual report to the Board on the status of the website and objectives for the coming year.

Action (14): The Webmaster will make quarterly reports to the Management Team.

Action (15): The Webmaster will maintain the website as a 24/7 department of the library.

Action (16): The Webmaster and ~~the Homepage Committee~~, relevant committees, in conjunction with all staff, will continually improve and encourage the use of the JCPL website as a 24/7 branch.

Action (17): ~~In 2012, Local History staff will investigate~~ The Library will continue to be open to the idea of partnering with local genealogy/historical groups and schools to gather and input county historical data from community members into the Indiana Memories Project.

Action (18): Annually, the Management Team, in conjunction with the Webmaster and ~~Homepage~~ relevant committees, will evaluate and implement the use of social networking sites, changing sites as dictated by user need.

Action (19): The Library will continue to monitor e-book service, ensuring that it is meeting community needs.

Strategy 2: Select electronic resources to meet the information needs of staff and patrons.

Action (1): At least once a year, the Research Database committee will meet to evaluate research resources. User statistics, library budget, and staff/patron needs will determine which resources will be purchased or renewed and how many licenses will be acquired.

Action (2): The Library will continue to evaluate products for offering media streaming for patrons and implement based on community demand and as

budget will allow.

Action (3): Annually, the ~~Homepage committee~~ Webmaster will meet with relevant committees to evaluate and select useful websites (including local government, community organizations, and schools) to which the library will link via the Library Homepage.

Action (4): Annually, the Library Director and Systems Administrator will evaluate the monitoring/metering software used to track usage of electronic resources, and make changes where necessary as budget will allow.

Action (5): Annually, the Managing Librarians, in conjunction with the Systems Administrator, will evaluate current PC/Print management software, and make changes where necessary as budget will allow.

Strategy 3: Implement the most efficient methods for acquiring and/or delivering print, non-print, and electronic media, and library news and information.

Action (1): Annually, the Managing Librarians will evaluate present acquisition methods the Library uses to get information to end users (ILL, etc...).

Action (2): The New Technology committee will keep abreast of new delivery methods and investigate the need for assistive technologies, reporting annually in August to the Management Team as to resources and services most needed in the community.

Action (3): Annually, the Management Team will evaluate wireless Internet accessibility within our libraries, ~~including splash screen method.~~

Action (4): The Systems Administrator, with input from the Management Team, will investigate alternative wireless printing options that work with iPads.

~~Action (4): As an ongoing activity, the Management Team, in collaboration with the Webmaster, will investigate providing mobile device access to our Library Homepage and online catalog.~~

- Action (5): Annually, the Systems Administrator will evaluate the wireless equipment, including access points and printers, for replacement.
- Action (6): Annually, the Management Team will evaluate electronic formats to be added to the collection (i.e. HD DVD), considering community need. Formats will be implemented simultaneously in all libraries with Board approval.
- Action (7): Annually, the Management Team will consider electronic formats to deselect, or no longer add to our collections and make a recommendation to the Board.
- Action (8): As an ongoing activity, the Management Team, in collaboration with the Webmaster, will evaluate current and investigate new technologies for delivering library news and information to patrons (chat, Instant Messenger reference, RSS).
- ~~Action (9): In 2011 the Management Team will investigate an electronic mechanism to create/distribute the library newsletter.~~
- Action (9): The Management Team will continue to monitor and utilize social network and instant messaging options that can be used to interact with our community and with each other.
- Action (10): As an ongoing activity, the Management Team, in collaboration with the Webmaster, will evaluate the functionality and usefulness of EngagedPatrons.org Events.
- ~~Action (11): The Library will continue to monitor whatsapp247.com community calendar options for integrating with Engagedpatrons.org.~~
- Action (12): As an ongoing activity, the Management Team will evaluate the functionality and usefulness of PhoneTree software.

Strategy 4: Evaluate software made available for in-house use.

- Action (1): Annually, the Systems Administrator will ensure necessary Internet plug-

ins are available and updated for patrons and staff when possible.

Action (2): Annually, the Management Team will evaluate present application software on patron PCs, and consider whether changes need to be made and/or additional software should be added (Office, browser, IM, chat, etc...).

Action (3): As an ongoing activity, ~~the Managing Librarians and Children's Specialists will collaborate with local agencies to~~ the Library will continue to determine software needs in our community (i.e. GED TASC software) and provide access as budget and technology will allow.

Goal 2: Purchase and/or upgrade the hardware and software required to support the Library's technology programs in a fast and efficient manner

Strategy 1: Evaluate the Integrated Library System (ILS).

- Action (1): The Library agrees to catalog materials according to a nationally recognized cataloging standard, specifically AACR2R and RDA classified by Dewey.
- Action (1): The Librarian's Council will continue to monitor the effectiveness of our ILS.
- Action (2): Annually, Supervisors, in conjunction with the Library Director and Systems Administrator, will evaluate the need to upgrade the number of concurrent staff users of our ILS, and purchase as necessary and funding allows.
- Action (3): ~~Annually in May, the Systems Administrator will evaluate the need for hardware/software upgrades to the ILS.~~
As an ongoing activity, the Technical Services Librarian, in conjunction with the Management Team, will evaluate the need for software upgrades to the ILS.
- Action (4): As an ongoing activity, the Technical Services Librarian, in conjunction with the Library Director and Systems Administrator will monitor the need for the addition of new TLC modules.
- Action (5): Annually, the Management Team will evaluate self-checkout software/hardware and the need for additional stations.
- Action (6): As an ongoing activity, the Systems Administrator will secure maintenance agreements for ongoing support of ILS software and hardware.
- Action (7): Annually, the Management Team will evaluate the TLC hosting service.
- ~~Action (8): In 2013, the Management Team will investigate the need to migrate to~~

~~updated/new ILS software.~~

Strategy 3: Purchase additional or replacement PCs and peripherals for staff and public used to support the Library's Information Technology Plan.

Action (1): As an ongoing activity, the Management Team will evaluate all existing PCs and peripherals, including barcode scanners, printers, inventory scanning equipment, and upgrade when necessary as budget will allow.

Action (2): Monthly, technology needs will be discussed at Management Meeting.

Action (3): The Systems Administrator will provide additional PC's, peripherals, and data connections for staff and patrons as budget will allow.

~~Action (4): In 2011, the Systems Administrator will purchase a printer for each Child Librarian's office.~~

Action (4): Annually, the Systems Administrator will purchase a minimum of 20 new PCs to replace the oldest PCs in the system.

Action (5): When purchasing new PCs, the Systems Administrator will seek to purchase an upgraded 5-year professional-level support agreement.

Action (6): The Systems Administrator will include in the budget a contingency fund for peripherals that may need replaced, including circulation printers, individual staff printers, barcode scanners, receipt printers, etc...

Action (7): When making purchases, the Systems Administrator will select the best, most cost-effective sources of computer equipment, technology consultants and computer repair personnel.

Strategy 4: Evaluate network hardware and software used to support the Library's Information Technology Plan.

Action (1): The Systems Administrator, in collaboration with the Management Team, will continually evaluate and implement stable and reliable Internet access, wired and wireless, and network connectivity for all libraries, and

make changes as necessary and financially feasible.

- Action (2): As an ongoing activity, the Management Team will evaluate Traffic Prioritization (ENA) effectiveness.
- Action (3): Annually, the Systems Administrator will evaluate network hardware and software needs for improved performance and upgrade/purchase new hardware and software when needed. Include LAN equipment (switches, servers, UPSs), WAN equipment (routers), wireless access equipment, and network software (web filtering, helpdesk, intranet).
- Action (4): As an ongoing activity, the Systems Administrator will ensure measures are in place to provide adequate network security, including intrusion detection and prevention, web-based attack detection and prevention, email spam/phishing filter, and anti-virus software. As part of this process, s/he will regularly monitor firewall and windows update reports.
- Action (5): Annually in April, the Systems Administrator will evaluate application software needs for staff PCs, including office productivity and email front-end software, and budget for upgrades/new purchases as necessary.
- Action (6): As an ongoing activity, the Systems Administrator will monitor patron PC security methods for effectiveness, including Public Web Browser, SmartShield, Group Policies, etc....
- Action (7): ~~In 2012, the Management Team will consider the need for offering patron debit/credit card payment options.~~
The Sage Merchant Account term expires 6/26/16 and will renew for 2 consecutive year terms without providing written notice of intent not to renew no less than 30 days prior to expiration. In early 2016, the Management Team will evaluate current card processing method and determine whether to continue with current vendor or change vendors.
- Action (8): As an ongoing activity, the Systems Administrator will strive to maintain awareness of new software and hardware that support improved library functionality.

- Action (9): In 2014, the Management Team will evaluate the portable computer lab and budget for upgrades/replacements/new purchases for 2015, if necessary.
- Action (10): As an ongoing activity, the Systems Administrator will maintain maintenance support agreements for software and hardware, where appropriate.
- Action (11): The Library Director, in conjunction with the Systems Administrator, will stay apprised of FRPC email archiving requirements and implement email archiving if required.
- Action (12): In 2015, the Management Team will evaluate the software JCPL uses for desktop publishing.
- Action (13): Annually in April, the Webmaster will evaluate the web page editing software and submit a budget request as deemed necessary.
- Action (14): In 2016, the Systems Administrator will evaluate the digital format used for Milroy digitization, and, if necessary, convert existing files to new format.
- Action (15): Annually, the Systems Administrator will inspect and test the media that stores Milroy high quality images.
- Action (16): Annually, the Systems Administrator, in collaboration with the Business Manager, will evaluate the security measures of the Financial PC.
- Action (17): The Library will investigate the need for Maker Spaces in our libraries and implement as resources allow.

Strategy 5: Evaluate effectiveness of the library's electrical capacity to utilize all technology services and equipment effectively.

- Action (1): Evaluation and modification of electrical capacity will be completed on an as-needed basis as technological changes are made.

Goal 3: Provide adequate staff to carry out the Information Technology Plan

Strategy 1: Maintain qualified staff for the management and operation of information technology.

- Action (1): Annually in May, the Library Director and Systems Administrator will review technology staffing needs and make adjustments as budget will allow.
- Action (2): At least one staff member at each library will be designated as local computer troubleshooter to assist with basic local network/computer operations and troubleshooting.
- Action (3): Annually in May, the Library Director and Systems Administrator will review the utilization of outside technology consultant services.

Goal 4: Provide for technology disaster recovery

~~Strategy 1: Develop a Technology Disaster Recovery Plan.~~

~~Action (1): In 2013, the Technology Disaster Recovery Plan committee will develop a recovery plan for various technology disaster situations.~~

~~Action (2): The Technology Disaster Recovery Plan committee will review the Plan and update as needed.~~

~~Strategy 2: Determine and procure tools necessary for implementing disaster recovery plan.~~

~~Action (1): After the Plan is developed; the Systems Administrator will purchase hardware and/or software found necessary for implementing the Disaster Recovery Plan.~~

Strategy 1: Maintain regular server backup procedures.

Action (1): As an ongoing activity, the Systems Administrator will ensure all servers are backed up nightly to backup tapes, which will be taken off-site weekly and tested monthly.

Action (2): The Systems Administrator will ensure backups for each library are stored off-site.

~~Action (2): Biennially, the Systems Administrator will replace backup tapes.~~

Action (3): As new servers are purchased, the Systems Administrator will include other backup methods (such as RAID) on each server as budget allows.

~~Action (4): In 2012, the Systems Administrator will consider utilizing ENA network-based backup and recovery services.~~

Action (4): Annually in March, April, or May, the Business Office staff, in collaboration with the Systems Administrator, will evaluate backup method/software on Financial PC.

Strategy 2: Archive critical electronic files in the bank safety deposit box.

Action (1): Annually in March, April, or May, the Library Director, Systems Administrator and Business Administrator will determine critical ~~archive~~ electronic files ~~which would be the most pertinent~~ to be stored in the bank safety deposit box. ~~in the event of a disaster that would render electronic files temporarily unavailable due to loss of a server or server access.~~

Goal 5: Enable independent patron use of electronic resources

Strategy 1: Provide patron education, offering the opportunity to learn how to use our electronic resources.

- Action (1): As an ongoing activity, Public Services staff, under the direction of the Managing Librarians, will provide point-of use, one-on-one and/or group training as needed for our electronic resources.
- Action (2): The Library will offer, off-site, orientation and training sessions in electronic resources as requested and as scheduling allows.
- Action (3): As an ongoing activity, Programming Coordinators will determine technology training classes which will be offered by staff or others based on patron need.
- ~~Action (4): In 2011, the Management Team will establish written Standards of support (which will be available system wide, during every public service hour) for patron owned and library owned technology devices, and review annually.~~

Strategy 2: Ensure PCs are well-oriented and functional for patron use.

- Action (1): As an ongoing activity, the Managing Librarians will evaluate OPAC, Library Homepage, and patron computer desktop screens to determine what is not user-friendly. Every effort will be made to implement necessary changes.
- Action (2): As an ongoing activity, the Systems Administrator will continue to monitor federated searching options for our OPAC, online databases, etc... and implement as budget and technology allow.
- Action (3): As an ongoing activity, Public Services staff will continue to resolve technical difficulties, in accordance with our written Standards of support, associated with software at point of use to ensure that patrons leave our library satisfied with our software.

Goal 6: Determine library needs that are better met collaboratively
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Strategy 1: Pursue cooperative procurement of resources and collaborate with area libraries and other agencies on resource sharing.

- Action (1): As an ongoing activity, the Management Team will consider needed products and services that might be jointly procured.
- Action (2): As an ongoing activity, the Management Team will identify Library products and services which can be shared.
- Action (3): Library staff will acquire needed remote online services through consortia when discounts are offered and as budget will allow.
- Action (4): The Library will stay apprised of opportunities to participate in a joint catalog project.
- Action (5): Library staff will continue to explore resource sharing with local government and education entities so that community information needs in the area are efficiently met and not duplicated.

Goal 7: Develop and maintain a funding strategy to fund the Information Technology Plan
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Strategy 1: Annually determine how much is needed to fund the Information Technology Plan.

Action (1): The Library Director and Systems Administrator will establish a schedule of disbursement for each of the three years and adjust annually as needed.

Strategy 2: Determine sources of funding.

Action (1): Annually, the Library Director and Systems Administrator will determine which areas of the plan may be funded by the operating budget, ~~the Capital Projects budget,~~ and outside sources.

Action (2): Identify sources and make recommendations for acquiring funds.

Strategy 3: Prepare and submit grant applications to appropriate outside funding sources.

Action (1): Annually, the Systems Administrator will seek funding discounts on telecommunication and Internet services through the E-Rate program.

Action (2): As opportunities are recognized, the Grant committee and/or Systems Administrator will prepare and submit grant applications for library-related technology.

V. Professional Development

Strategy 1: Ensure that staff understands how to use new and existing technologies to improve library services.

Action (1): Technology-related professional development will be required for all public services staff with the exception of pages.

Action (2): The Library will evaluate the need for a system-wide circ trainer.

Action (3): Annually, the Management Team, in conjunction with the Training committee, will seek out a variety of formats and various venues for training for themselves and those they supervise. The specific resources we will implement to ensure that staff is ready to use and maintain technologies include, but are not limited to, Indiana State Library training workshops, MCLS (Midwest Collaborative for Library Services) training workshops, and in-house training workshops.

Action (4): Annually, the Training committee will meet to consider technology-related professional development needs and establish in-house training opportunities as resources allow.

Action (5): As an ongoing activity, Supervisors will provide adequate and supportive technology training for *new* staff members to ensure they reach a minimum level of technical competency for their position.

Action (6): Annually, Supervisors will consider staff proficiency with technology and coordinate training for technology-related professional development.

Action (7): The local computer troubleshooter(s) at each library will receive annual training in the basic knowledge of local network/computer operations and troubleshooting. The Systems Administrator will be responsible for the training, but s/he will be authorized to utilize outside trainers when needed as budget will allow.

Action (8): Annually, the Systems Administrator will provide relevant staff with in-house training in ILS and network operation so that there is always

someone available to address problems.

- Action (9): The Technical Services Librarian will attend user group meetings and/or other desired training offered by the ILS vendor as budget will allow.
- Action (10): Technology procedures, which are made available to staff via the Library Procedure Manual and the Intranet, will be reviewed and updated regularly by relevant staff.
- Action (11): As an ongoing activity, the Systems Administrator will maintain updated self-service documents on the Aargh!–HelpDesk, to assist staff with common technical issues.
- Action (12): As an ongoing activity, Supervisors will ensure that all staff members are knowledgeable about technology-related library policies and procedures and where such can be found (i.e. binders, library intranet).
- Action (13): The Library Director/Board will budget monies annually for technology-related continuing education activities.

VI. NEEDS ASSESSMENT

Needs Assessment Tools

1. As an ongoing measure in March 2016, the Management Team will create and implement a bi-annual user/non-user survey and collate data so that we can assess levels of satisfaction with library materials, services, programs, technology, and hours of operation. The Management Team will evaluate survey results and make technology needs recommendations.
2. Bi-annually, the Webmaster Homepage Committee, in conjunction with the Management Team and relevant committees, will conduct a web survey.
3. Monthly, technology needs will be discussed at Management Meeting.
4. At point of service, Public Services Staff will informally interview patrons to glean ways JCPL could improve our technology offerings.
5. Statistics from all sources (PCCop, SofTrack, online web products, gathered, etc...) will be reviewed by relevant staff for technology needs.
6. Managing Librarians will maintain a suggestion box for patrons and regularly review suggestions for technology needs.
7. As staff attend professional meetings, read other library newsletters, and participate in library listservs, they will remain on the lookout for technology-related ideas that might benefit JCPL.

Present Technology at JCPL

Telephone Service: The Rensselaer and Wheatfield libraries are in the same LATA, with local phone service provided by CenturyLink. Calls between the two libraries are not long distance. DeMotte is in a different LATA, with local phone service provided by Northwestern Indiana Telephone Company. Calls to Wheatfield are not long distance; calls to Rensselaer are.

Local Area Networks: Each library has a separate wired Local Area Network. The equipment that enables these connections are three HP ProCurve 1400 24-port switches (Rensselaer) and two HP ProCurve 2650 48-port switches (one Wheatfield, one-DeMotte).

Wide Area Network: All three LANs communicate via a WAN infrastructure, which consists of a 10M fiber line at DeMotte and 2 T-1 lines (3.4M) at Wheatfield, all provided by ENA. The equipment that enables this connection are two Cisco 2801 routers (one located at DeMotte and the other at Wheatfield), and 2 Adtran H2TUR units (located at Rensselaer). Monthly telecommunication costs for these T-1 tails are \$2400.

The WAN is connected to the Internet via a 15M fiber connection provided by ENA. The equipment that enables this connection is one Cisco ME 3400 fiber switch, one Cisco 2801 router, and one Astaro ASG 220 firewall (all located at Rensselaer). The firewall provides network security, including intrusion detection and prevention, web-based attack detection and prevention, web filtering, and email spam/phishing filter services. Monthly telecommunications costs for this dedicated fiber is \$2470.

Wireless LANs: Rensselaer has a wireless LAN set up using one 16-port Dell PowerConnect Switch, one 8-port Proxim power injector, and five HP ProCurve 420 Wireless Access Points. Only access to the Internet (not our internal network) is available via the wireless LAN. An HP LaserJet 2015dn printer with an external HP JetDirect ew2400 wireless printer server is available for wireless printing.

DeMotte has a wireless LAN set up using one Linksys EtherFast 8-port Switch, three one-port Proxim power injectors, and three HP ProCurve 420 Wireless Access Points. Only access to the Internet (not our internal network) is available via the wireless LAN. An HP LaserJet 2015dn printer with an external HP JetDirect ew2400 wireless printer server is available for wireless printing.

Wheatfield has a wireless LAN set up using one HP ProCurve 3400cl 24-port switch, one 3Com

3300 SuperStack II 24-port switch, two one-port Proxim power injectors, and two Meraki MR16 Wireless Access Points. Only access to the Internet (not our internal network) is available via the wireless LAN. An HP LaserJet 1320n printer with internal network adapter is available for wireless printing.

Integrated Library System: The Library operates on a TLC Library.Solution automated system. Our data and web servers reside at TLC Headquarters in Inwood, WV in their secure data center. TLC maintains redundant, alternate data centers in their Denver, CO and Minneapolis, MN as well. JCPL staff connects to our TLC servers via Microsoft Remote Desktop software to run cataloging, circulation, and serials software. Reports are run via Internet browser. Nightly backups are performed by TLC at their location.

The modules which have been implemented are cataloging, circulation, the basic OPAC, the graphical LS2 PAC, SIPII, patron authentication, and Serials. Patrons may register a PIN and access their own accounts, either from the library or from home or office, through the OPAC to reserve materials and to determine what they have charged out, what they have on reserve, and what fines or fees may be outstanding.

Using patron authentication, our patrons can access many of our online databases from their home or office by inputting their library card identification number and PIN.

JCPL has 31 circulation/cataloging/serial user licenses and unlimited Online Public Access Catalog (Z39.50-compliant) and acquisitions licenses. PCs connected to the Library.Solution circulation module include eight at Wheatfield, 14 at Rensselaer (four of which also have access to cataloging module), and nine at DeMotte. There are three dedicated OPACs at Rensselaer, four dedicated OPACs at DeMotte, and three OPACs at Wheatfield (one of which has Word Processing functionality).

Technical Services utilizes a networked HP LaserJet 2035n system printer to print special reports and labels.

The Library.Solution system falls under the supervision of the Systems Administrator and Technical Services Librarian.

The library utilizes PhoneTree software as an automated mechanism to alert patrons of overdue materials.

Self-Check Kiosks: One self-check kiosk is available at each library which patrons can use to check out their own materials. Each kiosk is a Dell Optiplex 7010 Core i3 3.3 GHz PC with 4GB memory, 250GB SATA hard drive, Gigabit network card, and Windows 7 32-bit operating system. DeMotte and Rensselaer each have an Elo Entuitive 3000 series Intellitouch 1739L monitor, and Wheatfield has an Elo Entuitive 3000 series Intellitouch 1729L monitor. They also each have an Epson TM T88V thermal receipt printer. CircIt software, combined with a SIPII module (software that allows communication between our TLC database and the CircIt software), are the applications which provides self-check functions.

Microsoft Network: All JCPL servers and PCs are connected through the same Ethernet network LANs and WAN that Library.Solution is connected to. Four Host servers, 10 Virtual servers, a Management Server, and a Storage Area Network comprise our Microsoft Network, with each virtual server performing specific functions. Windows Server 2012 Standard Edition is installed on each server; we have a 110-client license.

1. The **Storage Area Network** (at Rensselaer) is an IBM SAN Array Serial Attached SCSI (SAS) Controller with six 2 TB SAS hard drives.
2. **Host Server 1** (at Rensselaer) is an IBM System x3550 M4 with Dual Hexa-Core Xeon E5-2620 2GHz Dual Processors, 48 GB memory, RAID controller, and a Gigabit network card.
 - a. **Virtual Server – Primary Domain Controller and File Server:** This Windows 2012 Server has multiple functions: It allows all Rensselaer networked PCs access to the CD-ROM/online databases, serves as a file server for Rensselaer staff files and shared files among all three libraries, performs DHCP functions for Rensselaer PCs, and acts as an internal primary DNS server for Rensselaer PCs and secondary DNS server for Wheatfield and DeMotte PCs. We have 110 User Client Access Licenses for this server.
 - b. **Virtual Server – Applications:** This Windows 2012 Server houses many of our network applications: 1. SofTrack software collects patron software usage statistics. 2. ESET EndPoint Antivirus software provides malware defense on all library-owned PCs. 3. SmartShield software protects our patron PCs from permanent changes.
 - c. **Virtual Server – Web:** This Windows 2012 Server stores library-owned multi-media files that can be accessed via our library website.
3. **Host Server 2** (at Rensselaer) is an IBM System x3550 M4 with Dual Hexa-Core Xeon E5-2620 2GHz Dual Processors, 48 GB memory, RAID controller, and a Gigabit network card.
 - a. **Virtual Server – Backup Domain Controller:** This Windows 2012 Server

contains a backup copy of ALL login account and security policy information. It also serves as a secondary DNS server for Rensselaer.

- b. **Virtual Server – Exchange 2012 Mail:** This Windows 2012 Server has Microsoft Exchange Server 2013 Standard Edition software installed to provide email and calendaring functions. We have 70-email Client Access Licenses for this server.
 - c. **Virtual Server – Help Desk/Intranet:** Spiceworks Help Desk software is installed to allow library staff to request technical assistance from the Systems Administrator. This server also serves as our staff Intranet server using Plone content management software and Zope web application software. The Intranet offers staff easy, searchable access to electronic copies of our procedures, policies, staff handbook, forms, and other useful JCPL information.
- 4. **Wireless Server:** Microsoft Internet Information Server (IIS) 6 and DNSRedirector software are installed to display our Internet Policy for patrons to view and accept before proceeding to use our wireless network.
 - 5. **Backup Server** (at Rensselaer) is an HP ProLiant ML310 G4 Dual Core Xeon 3050 2.13GHz with 4GB memory, four 72GB SCSI hot swap hard drives, HP RAID controller, CD-ROM drive, Gigabit network card, and HP Integrated Lights Out card for remote administration. This server backs up data/system files for all servers. Veeam backup software is installed to provide the backup functions for all servers.
 - 6. **Host Server 3** (at DeMotte) is an IBM System x3100 M4 with a Xeon E3-1220V2 3.10 GHz Processor, 8 GB memory, two 1 TB SATA hot swap hard drives, and RAID controller.
 - a. **Virtual Server – DeMotte Domain Controller and File Server:** This server has multiple functions: It allows all DeMotte networked PCs access to the CD-ROM/online databases, serves as a file server for DeMotte staff files, performs DHCP functions for DeMotte PCs, and acts as an internal primary DNS server for DeMotte PCs.
 - 7. **Host Server 4** (at Wheatfield) is an IBM System x3100 M4 with a Xeon E3-1220V2 3.10 GHz Processor, 8 GB memory, two 1 TB SATA hot swap hard drives, and RAID controller.
 - a. **Virtual Server – Wheatfield Domain Controller and File Server:** This server has multiple functions: It allows all Wheatfield networked PCs access to the CD-ROM/online databases, serves as a file server for Wheatfield staff files, performs DHCP functions for Wheatfield PCs, and acts as an internal primary DNS server for Wheatfield PCs.

Additional Network Information: The two Host servers at Rensselaer, the Backup server, and the Wireless server use a 16-port Starview KVM switch to share one monitor and keyboard. Each library has Uninterruptible Power Source units for network equipment. DeMotte has an APC Smart-UPS 1000VA, Wheatfield has an APC Smart-UPS 1000VA and an APC Smart-UPS 750, and Rensselaer has an APC Smart-UPS 1500, an APC Smart-UPS 2200XL, and a Tripp-Lite Smart-Pro UPS.

Internet Filtering/Bandwidth Management: The library system uses Astaro for web content filtering to qualify for federally funded grants. We also utilize bandwidth management features through our ISP to prioritize network traffic to ensure high-priority applications (TLC) receive top-priority on our network.

Networked Printers/Copiers/Scanners: Each library has a Hewlett Packard LaserJet printer available for patron and staff use. Rensselaer has an HP LaserJet 4200n with an internal network adapter to connect to the network. DeMotte and Wheatfield both have an HP LaserJet 4250n with an internal network adapter to connect to the network. In addition, DeMotte has a duplex unit attached to allow for 2-sided printouts. Rensselaer also has an HP LaserJet 2015dn with an internal network adapter to connect to the network. This printer is used by staff and by patrons using the genealogy PC.

For staff-only printing, Rensselaer has a Konica Minolta C360 color copier/printer/scanner. DeMotte has Lanier 425c color copier/printer/scanner and a color Konica MagiColor 2430DL printer. Wheatfield has a Konica Minolta Bizhub C224 color copier/printer/scanner. Each of these staff-only printers/copiers have internal network cards.

In addition, the Rensselaer Business Office has a networked HP LaserJet P1505n printer that is used by the Library Director and Business Office staff.

Additional Printers: Rensselaer has five personal printers located next to staff workstations which are not networked, but used by individual staff. DeMotte has two, and Wheatfield has two.

Additional Flatbed Scanner: Rensselaer has an HP ScanJet 8200 scanner available in the workroom for staff use.

Mobile Laptop Lab: A portable laptop lab is available for in-house use by staff and patrons. It consists of ten Dell Latitude E5500 laptops, 18 laptop batteries, ten wired mice, two 3M

ergonomic wired mice, one USB floppy drive, one 16-bay Datamation battery charger, one HP DeskJet 460wf color printer, and one Epson PowerLite 61p LCD projector. The laptops can connect to the wireless network at each library to gain access to the Internet for training purposes.

PC/Print Management Software: The library system uses CMS PCCop time management software as a centralized system for the allocation and enforcement of time and use limits on public access computers. The ability to automate this process drastically reduces the need for staff involvement or even staff intervention. Each library has the administration kiosk installed on one laptop PC at the circulation desk. In addition, one PC at each library serves as a self-service kiosk for patrons. This software also offers Diginet print management features that help reduce wasted paper and toner.

CD-ROM/Online Resources: The Library has acquired a number of electronic publications online and on CD-ROM. All of these are accessible from our LAN and most are accessible via Internet access.

Computers: Rensselaer has 48 PCs. DeMotte has 33 PCs. Wheatfield has 27 PCs. Most of these PCs are connected to our WAN and can access the Internet and databases; however, some are dedicated for specific purposes. In addition to the dedicated OPAC and Self-Check Kiosk PCs listed above under “Integrated Library System” JCPL has the following patron PCs:

Dedicated Word Processing PCs: Patrons may use these PCs for their word processing and spreadsheet needs; Rensselaer has two, DeMotte has one.

Dedicated Genealogy PCs: Both Rensselaer and DeMotte have a PC that patrons can use to access CD-ROM/online databases and Internet sites related to genealogy.

Dedicated Children’s PCs: Each library provides a PC loaded with Microsoft Office, educational, reference, and entertainment software for patron use.

Dedicated Game PCs: Each library provides a PC dedicated to children’s games.

Multi-use PCs: Multi-use PCs offer Microsoft Office, Internet, and access to our CD-ROM/online databases; Rensselaer has ten, DeMotte has eight, and Wheatfield has nine.

LCD Projectors: Each library has an LCD projector for staff and patron in-house use. In addition, we have an LCD projector available for patron check-out. The projectors are used to project the image of a laptop, desktop PC, VCR and/or DVD player to a screen, white board, or wall.

Digital Cameras: Each library has a digital camera that is used by staff to take digital pictures

and/or short movie clips that can be transferred to a PC for use in documents, on the JCPL homepage, to send in E-mail messages, to archive information, etc...

Document Scanners: A Pentax DSMobile 600 document scanner is available at each library circulation desk for patrons who need to scan documents/photos.

Camcorder: A Sony Handycam DCR-HC48 camcorder is used in-house by staff for disaster recovery documentation, to create promotional videos for library events, and for library programs.

Gaming Units: The library owns one Game Cube, one Rock Band, three Guitar Heroes, and three Wii gaming consoles which are used to enhance programs for teens and seniors.

Mobile Phone: The library owns a TracFone LG220C cell phone. This phone is used by the Systems Administrator (or Technical Services Department personnel) whenever they are not at work during hours when the libraries are open to handle emergency technical issues.

Tablets/e-Readers: The library owns three Apple iPad2 Wi-Fi 32 GB tablets, four Apple iPad2 Wi-Fi/3G 32 GB tables, three Amazon Kindle Touch e-readers, and three Barnes and Noble Nook Simple Touch e-readers. In addition, we have 5 Apple iPad keyboards for easier data entry. Currently, tablets/e-readers are for staff use only.

Learning Game Systems: Each library offers a Leapster and LeapPad2 for children to use in-house. These game systems are portable, interactive systems with pre-loaded games and applications focused on learning essentials, imagination and exploring.

All-in-one Digital Media Players: The library has acquired a varied selection of Playaways (audio books) and Playaway Views (videos) that are available for patron checkout.

Home Theater Systems: Each library has a Blu-ray player with speakers to use for in-house programs and events.

Card Processing: In 2013, the library began accepting credit/debit cards as payment for library charges. JCPL has contracted with Sage Payment Solutions to provide card processing services. We have six VeriFone Vx510 card terminals, two per library. For security purposes (in order to separate card data from all other data on our Ethernet lines), we connect the two VeriFone devices to a LinkSys N600 Wi-Fi router at each library.

Marketing Displays: Also in 2013, the library purchased and mounted three Samsung ME46 TV displays (one per library) to display announcements of events and services to our patrons.

VII. BUDGET
7/1/14 thru 6/30/15 2014

Operating Fund

1.1	Personal Services	\$58,448
3.145	Professional Services (Database & Licensing)	\$ 2,686
3.23	Added Travel Expenses for technology training	\$ 2,160
3.24	Professional meetings (technology training)	\$ 2,080
3.26	Network expenses (communications costs)	\$58,440
3.6	Equipment repairs and maintenance	\$ 500
3.91	Other Services – Other (Dues and Membership)	\$ 50
3.98	Contracts	\$81,474
4.4	Equipment	\$33,750
4.52	Periodicals and Newspapers	\$ 24
4.53	Online databases & system software	\$28,000

Total Budget: \$267,612

7/1/15 thru 6/30/16 2015

Operating Fund

1.1	Personal Services	\$59,617
3.145	Professional Services (Database & Licensing)	\$ 1,686
3.23	Added Travel Expenses for technology training	\$ 2,260
3.24	Professional meetings (technology training)	\$ 2,180
3.26	Network expenses (communications costs)	\$64,284
3.6	Equipment repairs and maintenance	\$ 500
3.91	Other Services – Other (Dues and Membership)	\$ 50
3.99	Contracts	\$91,138
4.5	Equipment	\$46,125
4.53	Online databases & system software	\$29,800

Total Budget: \$297,640

7/1/16 thru 6/30/17 2016

1.1	Personal Services	\$60,809
3.145	Professional Services (Database & Licensing)	\$ 1,686
3.23	Added Travel Expenses for technology training	\$ 2,360
3.24	Professional meetings (technology training)	\$ 2,280
3.26	Network expenses (communications costs)	\$64,284
3.6	Equipment repairs and maintenance	\$ 500
3.91	Other Services – Other (Dues and Membership)	\$ 50
3.100	Contracts	\$84,838
4.6	Equipment	\$30,000
4.53	Online databases & system software	\$30,400

Total Budget: \$277,207

2017

1.1	Personal Services	\$62,025
3.145	Professional Services (Database & Licensing)	\$ 1,800
3.23	Added Travel Expenses for technology training	\$ 2,460
3.24	Professional meetings (technology training)	\$ 2,380
3.26	Network expenses (communications costs)	\$64,284
3.6	Equipment repairs and maintenance	\$ 500
3.91	Other Services – Other (Dues and Membership)	\$ 50
3.101	Contracts	\$86,880
4.7	Equipment	\$30,000
4.53	Online databases & system software	\$31,400

Total Budget: \$281,779

VIII. TECHNOLOGY PLAN EVALUATION

Strategy 1: Quarterly apprise the Library Board of Technology Plan progress.

Action (1): The Library Director will submit to the Board a quarterly progress report.

Strategy 2: Annually, the Technology Plan will be evaluated and revised.

Action (1): In years 2015-2017 ~~Annually~~ at the February Management Meeting, the Systems Administrator and Library Director, with input from the Management Team, will review past year's progress and determine if changes are needed.

Action (2): If revisions are necessary, the revised Technology Plan will be presented by the Library Director to the Board at the April Board Meeting for their approval.

Action (3): Annually in May, the Indiana State Library will be apprised of the progress report and any changes made to the technology plan.

December 27, 2013

Whereas, it has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget for various functions of the Jasper County Public Library,

Now, therefore, be it resolved by the Library Board of the Jasper County Public Library, Jasper County, Indiana, for the expenses of the Public Library, the following funds herein named for the purposes herein specified be increased, subject to the laws governing the same.

Whereas, it has been shown that certain existing appropriations now have unobligated balances which will not be needed for the purposes for which appropriated, it is further resolved that the following existing appropriations be reduced in the following amounts:

LIBRARY OPERATING FUND (100)

	Added Amount <u>Appropriated</u>		Amount <u>Reduced</u>
3.14 Other Professional Services	\$ 303.57	3.94 Transfer to LIRF	\$ 25,346.88
3.145 Databases & Licensing Services	\$ 2,740.75		
3.25 Freight	\$ 532.98		
3.61 Building & Structures	\$ 21,745.14		
3.93 Taxes & Assessments	\$ 24.44		
4.4 Furniture & Equipment	\$ 1096.79	4.52 Periodicals & Newspapers	\$ 1096.79

TOTAL Added \$ 26,443.67

TOTAL Reduced \$ 26,443.67

LIBRARY IMPROVEMENT RESERVE FUND (130)

3.61 Building & Structures	\$ 9,790.00	3.14 Other Professional Services	\$ 9790.00
TOTAL Added	\$ 9,790.00	TOTAL Reduced	\$ 9,790.00

AYE

Charles L. Warner
Deana K. George
Mari Anne Layler
Janet Humlan
Kathleen Ulling

ATTEST:

Deana K. George
Secretary, Jasper Co. Public Library Board

NAY

NAY

From: Sheila Maxwell
Sent: Tuesday, November 26, 2013 10:11 AM
To: Patty Stringfellow; Linda Poortenga
Subject: FB

Someone shared a photo and commented on it...thought you'd like to see it.



Kathy Troyer Wilcox shared your photo.

Yesterday at 7:07am

I love the Rensselaer library and all of the employees. Super friendly and helpful!!



Thanksgiving Hours

The Jasper County Public Libraries will be closing at 5pm Wednesday and will re-open Friday, the 29th.

Happy Thanksgiving!

Share

Janett Manns Kingman, Kyla Chapman, Regina Troyer and 5 others like this.

**Director's Report
November 2013**

I will be collecting Board binders at the conclusion of the December Board meeting so that I may insert information you will need for 2014 and remove unnecessary pages. I will return your binders to you at the January meeting.-Patty

Consent Agenda:

You will be approving the minutes of the November Board meeting, bills, and financial reports.

2013 Salary Ordinance: There were updates this month. Please refer to R7. **If you approve the Consent Agenda items, you will approve the updates to the 2013 Salary Ordinance.**

Policies: There are no policies scheduled to be reviewed this month, however, we recommend revising our Meeting Room Policy. Please see R 10. We have added an age requirement, because interestingly enough, we have never had one, and it seems that since there could be a financial obligation if our rooms are damaged, it is wise to have an age requirement as nearby libraries do. Additionally, we have had some challenges with collecting payment and handling our security deposits when our rooms are used for social purposes. We do not want our users to pay for their rooms until after use has occurred in case inclement weather or loss of electricity, air conditioning, etc. occurs, which could cause them to cancel or rearrange their plans. Also, we do not want to receive their deposit money by credit card because this is to be refunded in most cases, and our Credit/Debit Card Policy does not allow refunds. We do need to receive payment in a timely manner. We talked at great length about this language and think this approach will be best for patrons and the library when collecting payment for social use of the room. **If you approve the Consent Agenda Items you will approve revising the Meeting Room Policy as presented.**

General Business:

License Agreement – Steinke Funeral Home: At our October Board meeting the Board discussed a request presented by Justin Frazier of TBIRD Designs on behalf of Steinke Funeral Home. Their request was to connect a pipe coming from a detention pond on the Funeral Home's property to an existing storm drain on library property. The request was approved by the Board who requested that a Memorandum of Understanding be put together to address concerns with liability, grounds restoration, and hold harmless. Library attorneys have been in communication with Steinke's attorneys and a license agreement has been drawn up. Russ Bailey will attend our December meeting to discuss this with the board.

Technology Plan 2014 – 2017: The library is required to have a Board approved Technology Plan in place. Our current plan will expire in 2014 so we have created a new plan that will be effective 2014 – 2017. A draft of this plan, which is a revised version of the current plan, is included in your board packet. Please see R 15. We have highlighted the portions that have been revised for easier review. A board vote is required to adopt our Technology Plan 2014 – 2017. After adoption a copy will be sent to the Indiana State Library as required.

Health Insurance December Renewal: At the November Board meeting the Board did vote to go with a December renewal for health insurance. Open enrollment is now in effect for staff. We did finally receive the details about the January renewal rates that we requested earlier this year. We looked them over and found that the December rates were still the most favorable for the library and staff. I will bring that information to our Board meeting.

2014 Salary Increase: A board vote is required to implement a salary increase for staff in 2014.

LIRF Transfers: In December of each year we determine an amount to transfer from line 3.94 of our Operating Budget to our Library Improvement Reserve Fund. It is good to set aside money each year for future improvement needs. We will bring a recommendation to you at the December meeting. The Board will need to pass a resolution in this regard.

Election of Officers: You will be electing your slate of officers for 2014. If you wish to proceed with the slate of officers presented at the November meeting, you will need to move to elect the slate of officers as presented: President- Janet Umlauf, Vice-President- Natalie Waling, Secretary- Deana George, Treasurer- Janelle Harper, Assistant Treasurer- Tim Schultz.

End of December Board Meeting: Board members are scheduled to meet Friday, December 27 at 9am at the Rensselaer Library to approve year-end bills, transfers, and encumbrances. Who is able to attend? We need at least four members to attend to make a quorum.

Director's Report:

Books to Bridge events ended in November. It was another successful literacy program. Rensselaer Library won recognition for a photo submitted to the program photo contest.

Long Range Plan/Technology Plan Update- Since my last report to you we have accomplished the following: attended numerous workshops and meetings – ILF, Internet Librarian, Literacy Coalition Award Banquet, Books to Bridge, Automation Counterparts, Social Media Boot Camp, ENA Air Webinar, ENA

WebSafe Webinar, Librarians' Council, and MCLS retreat. We incorporated our logo into our letterhead, envelopes, and business cards. We participated in the Little Cousin Jasper Parade, held Fall Festival, participated in Sandhill Crane Festival; completed building maintenance checklists; upgraded TLC; added MARC records to catalog for e-books; launched Debit/Credit service; investigated current technology relevant to the library; established Web Presence Committee; developed Sacred Cow procedure for staff; promoted Positivity through a variety of activities; held Staff Development Day; offered iPad/Overdrive outreach programs for Rensselaer Middle School; offered Mending, Customer Service, and Every Child Ready to Read workshops for our staff and nearby libraries; offered activities for Teen Read Week, Library Card Sign-Up Month; Banned Books and Children's Book Week. We added an AWE pc at DeMotte; upgraded Phone Tree software; installed new receipt printers; began server migration project; removed Wireless Captive Portal; added Read the Books and Consumer Reports to Research Resources collection.

I will bring samples of our letterhead, envelopes, and business cards featuring our new logo.

Last month I included a very nice Facebook comment about our Wheatfield Library. This month I have included one for our Rensselaer Library. Please see R 55.

We are now officially connected to town water at DeMotte Library. We no longer have to test our water. The well has been abandoned. We are going to continue with water softening for the time being but would like to eliminate this expense. We have removed the tannin units.

System Administrator News

Sheila attended Automation Counterparts, Digitization Workgroup, and Encouraging Positivity meetings in November. The new DeMotte server is set up and H drives have been moved. The shared drive has been moved to the new server at Rensselaer. Sheila is researching alternative wireless print options and sent a service level checklist to ENA to help in planning for e-rate. 10 service requests were opened and 16 were closed.

Technical Services News

Becky finished staff evaluations in November. She and her staff have been working to finish up ordering for the year as well as other end of the year things that they must do.

DeMotte Library News

Brenda reports, "November has flown by like the leaves. We have been busy with the computer classes and trainings. I really am glad to see people getting comfortable to ask for help. B2B events were a huge success with over 600 people in attendance <across NW Indiana>. Staff has been working hard to offer programs, evaluate them and see how to better them. This is a sign of great staff. Yvonne got a huge compliment from the laundromat with them telling her we are the greatest people ever for bringing free reads to the community there, just one more way our staff is working hard to reach those that may not come into the library but need our services."

Rensselaer Library News

The annual Christmas Tree Walk is underway featuring seven decorated trees. Nonperishable food items will be donated as votes for favorite trees with a volunteer delivering food items to the local food pantry. Emily hosted an open house and program on Veterans Day for our Heroes Tree and servicemen. Two youth programs, The Wimpy Kid Party and Catching Fire, were very popular. The Wimpy Kid party included games like Stinky Cheese and the No Shame Game. Fountain Stone Theater provided free movie tickets for youth who attended The Catching Fire program which drew some new faces to the library. Jamie was greatly encouraged by these new teen faces!

Wheatfield Library News

The Friends of the Library decorated two Christmas trees and are preparing for their holiday bake sale to be held December 14 from 9am-3pm. Carolynn held a successful teen book discussion on The Sweetest Thing. Teens were shown how to roll out fondant and decorated cupcakes. The monthly book display was "I Can't Remember the Title...But the Cover Was Red!" and featured books with red covers. It caught the attention of lots of people and led to some really good circulation.

Please contact me if you are unable to attend the December Board Meeting or if you have any questions about materials in your packet.-Patty

JCPL FINANCIAL STATEMENT

November 30, 2013

	<u>Beginning 2013 Balance</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Ending Balance</u>
Operating Fund	\$591,983.31	\$210,926.01	\$1,940,396.08	\$407,734.04	\$1,809,949.07	\$461,536.30
Public Library Access Card Fund	\$0.00	\$0.00	\$50.00	\$50.00	\$100.00	\$50.00
Gift Fund	\$9,202.35	\$371.40	\$11,455.00	\$2,584.79	\$14,066.06	\$11,813.41
DeMotte	\$2,130.22	\$145.85	\$2,806.98	\$788.79	\$3,948.30	\$3,271.54
Rensselaer	\$4,970.25	\$53.94	\$5,669.50	\$1,760.00	\$6,566.20	\$5,866.95
Wheatfield	\$2,101.88	\$171.61	\$2,978.52	\$36.00	\$3,551.56	\$2,674.92
Library Improvement Reserve Fund	\$295,486.61	\$0.00	\$16,420.00	\$24.63	\$331.98	\$279,398.59
Bond & Interest Redemption Fund	\$192,301.65	\$0.00	\$321,089.00	\$83,121.21	\$241,776.31	\$112,988.96
 Rainy Day Fund	 \$304,829.02	 \$0.00	 \$0.00	 \$0.00	 \$2,486.13	 \$307,315.15
Includes Investments of: \$275,000.00						
State Technology Fund Grant Fund	\$11,472.00	\$0.00	\$11,472.00	\$0.00	\$0.00	\$0.00
Capital Projects Fund	\$1,251,180.16	\$0.00	\$0.00	\$3.17	\$11,136.76	\$1,262,316.92
Includes Investments of: \$1,225,000.00						
Host/Hospitality Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levy Excess Fund	\$15,295.30	\$0.00	\$15,295.30	\$0.00	\$30,082.00	\$30,082.00
Sales Tax	\$71.40	\$0.00	\$72.28	\$0.51	\$123.53	\$122.65
Construction Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00
Insurance Refund Fund	\$0.00	\$0.00	\$92.02	\$0.00	\$92.02	\$0.00
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$7,933.03	\$86,942.52	\$7,933.03	\$86,942.52	\$0.00
FICA Tax Collected	\$0.00	\$7,268.96	\$78,545.07	\$7,268.96	\$78,545.07	\$0.00
State Tax Collected	\$3,474.60	\$3,294.57	\$36,467.07	\$3,341.47	\$36,333.89	\$3,341.42
County Tax Collected	\$2,652.08	\$2,568.44	\$28,767.62	\$2,585.78	\$28,701.37	\$2,585.83
Deferred Comp.	\$0.00	\$3,072.33	\$33,673.93	\$3,072.40	\$33,674.00	\$0.07
#125 Pre-tax Plan	\$0.00	\$3,685.18	\$37,721.26	\$3,684.42	\$37,714.90	(\$6.36)
Employee Life Insur.	\$0.00	\$197.04	\$1,744.28	\$197.76	\$1,748.96	\$4.68
Employee INPRS	\$0.00	\$2,849.20	\$30,137.47	\$2,849.20	\$30,137.52	\$0.05
Garnishments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Credit Union	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EIC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL ALL FUNDS.....	\$2,678,218.48	\$242,166.16	\$2,650,340.90	\$524,451.37	\$2,443,942.09	\$2,471,819.67

Bank Balances**Jasper County Public Library****Report as of: 11/30/13**

Bank		
1	Alliance Bank	\$955,720.59
2	Demotte State Bank	\$7,692.67
4	PNC Bank	\$8,136.41
5	Cash On Hand	\$270.00
6	Kentland Bank CD#400043192	\$0.00
7	Kentland Bank CD#400043546	\$725,000.00
8	Kentland Bank CD#400043547	\$275,000.00
9	Kentland Bank CD#400043306	\$0.00
10	Kentland Bank CD#400043193	\$0.00
11	Kentland Bank CD#400043559	\$500,000.00
Total all banks =		\$2,471,819.67

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Appropriation Report for 100 OPERATING FUND

Jasper County Public Library

Report Date: From 11/1/13 To 11/30/13

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>1. Personal Services</i>							
1.11 SALARY OF LIBRARIAN	\$61,818.00	\$0.00	\$61,818.00	\$5,151.46	\$56,590.66	\$5,227.34	91.5
1.12 SALARY OF ASSISTANTS	\$1,044,764.00	\$0.00	\$1,044,764.00	\$87,763.28	\$950,536.37	\$94,227.63	91.0
1.13 WAGES OF JANITORS	\$67,047.00	\$0.00	\$67,047.00	\$5,663.04	\$56,343.88	\$10,703.12	84.0
1.21 EMPLOYER'S SHARE-FICA	\$89,783.00	\$0.00	\$89,783.00	\$7,268.98	\$78,544.74	\$11,238.26	87.5
1.22 UNEMPLOYMENT COMPENSATION	\$3,329.00	\$0.00	\$3,329.00	\$0.00	\$3,241.69	\$87.31	97.4
1.23 EMPLOYER'S CONTRIB.- PERF	\$89,783.00	\$0.00	\$89,783.00	\$7,546.53	\$82,072.34	\$7,710.66	91.4
1.24 EMPLOYER'S CONTRIB.- INS.	\$112,764.00	\$0.00	\$112,764.00	\$8,826.13	\$98,261.92	\$14,502.08	87.1
Subtotal	\$1,469,288.00		\$1,469,288.00	\$122,219.42	\$1,325,591.60	\$143,696.40	90.2
<i>2. Supplies</i>							
2.11 OFFICIAL RECORDS	\$600.00	\$0.00	\$600.00	\$0.00	\$0.00	\$600.00	0.0
2.12 STATIONERY AND PRINTING	\$450.00	\$0.00	\$450.00	\$0.00	\$5.97	\$444.03	1.3
2.13 OTHER OFFICE SUPPLIES	\$8,000.00	\$0.00	\$8,000.00	\$1,108.40	\$5,433.14	\$2,566.86	67.9
2.21 CLEANING & SANITATION SUPPLIES	\$6,500.00	\$0.00	\$6,500.00	\$412.42	\$4,491.63	\$2,008.37	69.1
2.23 OTHER OPERATING SUPPLIES	\$8,000.00	\$0.00	\$8,000.00	\$618.50	\$5,022.70	\$2,977.30	62.8
2.31 BUILDING MATERIALS & SUPPLIES	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$3.79	\$2,496.21	0.2
2.32 PAINT AND PAINTING SUPPLIES	\$200.00	\$0.00	\$200.00	\$0.00	\$90.74	\$109.26	45.4
2.33 REPAIR PARTS	\$3,000.00	\$0.00	\$3,000.00	\$59.93	\$940.52	\$2,059.48	31.4

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
2.41 LIBRARY SUPPLIES	\$14,790.00	\$0.00	\$14,790.00	\$295.84	\$9,252.65	\$5,537.35	62.6
2.42 MARKETING SUPPLIES	\$50.00	\$0.00	\$50.00	\$0.00	\$0.00	\$50.00	0.0
Subtotal	\$44,090.00		\$44,090.00	\$2,495.09	\$25,241.14	\$18,848.86	57.2
<i>3. Other Services and Charges</i>							
3.13 LEGAL SERVICES	\$5,000.00	\$0.00	\$5,000.00	\$918.75	\$3,148.50	\$1,851.50	63.0
3.14 OTHER PROFESSIONAL SERVICES	\$13,000.00	\$0.00	\$13,000.00	\$1,936.40	\$13,181.78	(\$181.78)	101.4
3.145 DATABASES & LICENSING SERVICES	\$20,795.00	\$0.00	\$20,795.00	\$4,381.50	\$23,251.47	(\$2,456.47)	111.8
3.146 E-BOOKS SERVICES	\$12,300.00	\$0.00	\$12,300.00	\$0.00	\$3,000.00	\$9,300.00	24.4
3.21 TELEPHONE	\$4,200.00	\$0.00	\$4,200.00	\$54.00	\$2,172.69	\$2,027.31	51.7
3.22 POSTAGE	\$3,200.00	\$0.00	\$3,200.00	\$1,167.20	\$2,050.82	\$1,149.18	64.1
3.23 MILEAGE	\$20,000.00	\$0.00	\$20,000.00	\$2,599.98	\$15,168.78	\$4,831.22	75.8
3.24 PROFESSIONAL MEETINGS	\$7,000.00	\$0.00	\$7,000.00	\$1,640.70	\$6,188.91	\$811.09	88.4
3.25 FREIGHT	\$1,500.00	\$0.00	\$1,500.00	\$132.35	\$1,823.99	(\$323.99)	121.6
3.26 NETWORKING	\$59,540.00	\$0.00	\$59,540.00	\$1,461.00	\$4,572.87	\$54,967.13	7.7
3.31 ADVERTISING & PUBLIC NOTICES	\$800.00	\$0.00	\$800.00	\$98.23	\$344.41	\$455.59	43.1
3.33 MARKETING ADVERTISING	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$1,051.56	\$448.44	70.1
3.41 OFFICIAL BONDS	\$250.00	\$0.00	\$250.00	\$0.00	\$200.00	\$50.00	80.0
3.42 OTHER INSURANCE	\$27,500.00	\$0.00	\$27,500.00	\$9,076.00	\$27,259.18	\$240.82	99.1
3.51 GAS	\$30,000.00	\$0.00	\$30,000.00	\$1,108.88	\$15,696.94	\$14,303.06	52.3
3.52 ELECTRICITY	\$85,000.00	\$0.00	\$85,000.00	\$4,178.71	\$72,424.80	\$12,575.20	85.2
3.53 WATER	\$2,000.00	\$0.00	\$2,000.00	\$164.55	\$1,516.55	\$483.45	75.8
3.54 WASTE DISPOSAL SERVICES	\$5,700.00	\$0.00	\$5,700.00	\$456.30	\$4,845.32	\$854.68	85.0
3.61 BUILDING & STRUCTURES	\$58,920.00	\$0.00	\$58,920.00	\$1,043.00	\$46,585.14	\$12,334.86	79.1

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
3.62 EQUIPMENT REPAIRS	\$880.00	\$0.00	\$880.00	\$0.00	\$725.17	\$154.83	82.4
3.72 EQUIPMENT RENTALS	\$650.00	\$0.00	\$650.00	\$9.95	\$514.45	\$135.55	79.1
3.91 DUES	\$2,800.00	\$0.00	\$2,800.00	\$0.00	\$476.50	\$2,323.50	17.0
3.93 TAXES & ASSESSMENTS	\$325.00	\$0.00	\$325.00	\$0.00	\$349.44	(\$24.44)	107.5
3.94 TRANSFER TO LIRF	\$120,000.00	\$0.00	\$120,000.00	\$0.00	\$0.00	\$120,000.00	0.0
3.95 BOOK REIMBURSEMENT	\$500.00	\$200.46	\$700.46	\$0.00	\$267.07	\$433.39	38.1
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$120.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$106,745.00	\$0.00	\$106,745.00	\$3,887.32	\$88,907.26	\$17,837.74	83.3
Subtotal	\$590,225.00	\$200.46	\$590,425.46	\$34,314.82	\$335,723.60	\$254,701.86	56.9
4. Capital Outlays							
4.4 FURNITURE & EQUIPMENT	\$39,255.00	\$0.00	\$39,255.00	\$30,331.95	\$39,218.53	\$36.47	99.9
4.51 BOOKS	\$150,000.00	\$0.00	\$150,000.00	\$10,352.00	\$121,407.62	\$28,592.38	80.9
4.52 PERIODICALS & NEWSPAPERS	\$25,000.00	\$0.00	\$25,000.00	\$259.74	\$20,646.30	\$4,353.70	82.6
4.53 NONPRINTED MATERIALS	\$56,913.00	\$0.00	\$56,913.00	\$10,952.99	\$44,979.04	\$11,933.96	79.0
Subtotal	\$271,168.00		\$271,168.00	\$51,896.68	\$226,251.49	\$44,916.51	83.4
Grand Total	\$2,374,771.00	\$200.46	\$2,374,971.46	\$210,926.01	\$1,912,807.83	\$462,163.63	80.5

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Voucher List
Jasper County Public Library

Report Date: From 11/1/13 To 11/30/13

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	868	PAYROLL	11/8/13	PAYROLL	\$51,665.34
0	869	BILL HROMADA	11/8/13	Courier Mileage 10/16/13 to 10/31/13 (Conf. #58)	\$420.36
0	870	GREAT-WEST RETIREMENT S	11/8/13	Annuity Withheld 11/08/13 payroll (Conf. #59)	\$1,536.20
0	871	INDIANA DEPARTMENT OF RE	11/8/13	EFT-State & County Taxes w/held October 2013 Payrolls, Ref #61179	\$5,863.01
0	872	INPRS fbo PERF	11/8/13	11/8/13 Payroll Contributions	\$5,333.88
0	873	IRS USA TAXPAYMENT	11/8/13	EFT-Fica Federal Taxes W/held 11/08/13 Ref #25274045	\$11,879.63
32583	874	AARON'S LAWN CARE	11/11/13	Mowing & Edging 9/30-10/22/13	\$800.00
32584	875	ACE HARDWARE	11/11/13	Toilet Repair Parts	\$11.37
32585	876	ALCO STORES, INC.	11/11/13	Ghost Stories program supplies, Storytime supplies	\$20.97
32586	877	ALLIED WASTE SERVICES #71	11/11/13	Wh: Trash Service- November	\$57.38
32587	878	ANTHEM BLUE CROSS BLUE	11/11/13	Health premiums November, 18 employees	\$11,292.49
32588	879	ANTHEM LIFE	11/11/13	Life Insurance premiums, November	\$99.54
32589	880	BAKER & TAYLOR ENTERTAIN	11/11/13	DVDs, Playaways	\$1,093.24
32590	881	BAKER & TAYLOR	11/11/13	Books, Continuations, AV, Auto. Yours	\$11,280.90
32591	882	BETTER CONTAINERS MFG. C	11/11/13	Love My Library Bags	\$121.22
32592	883	BLUETARP FINANCIAL, INC	11/11/13	Rens Roof Repair: fibre roof coat, roofing brush, tapered handle	\$36.86
32593	884	BUSINESS CARD	11/11/13	ILF expenses, vacuum parts, Fall Forum expenses, Staff Anniversary expenses, calendars, drying rack, Teen prize, Children's supplies, B2B expenses, AV Shopping expenses, DVDs, CDs, Director's Meeting expenses	\$3,976.52
32594	885	CARDINAL OFFICE PRODUCT	11/11/13	DeM: Quarterly maintenance agreement on work room copier	\$288.86
32595	886	CARRIAGE PAPER PRODUCT	11/11/13	Receipt paper rolls, toner	\$344.16
32596	887	CHICAGO TRIBUNE	11/11/13	Wh. Subscription 11/7/13-5/7/14	\$259.74
32597	888	CINDY SMITH	11/11/13	Mileage 10/30/13: Kapco Workshop	\$24.86
32598	889	CONSOLIDATED INSURANCE	11/11/13	Semi-annual premium for building insurance	\$9,076.00
32599	890	CULLIGAN WATER CONDITIO	11/11/13	Wh: Water Cooler Rental-November; 5 gallon drinking water-8	\$65.95
32600	891	DEBORAH KRISTOFF	11/11/13	Mileage 10/14-10/26/13: Ask Committee meeting, ILF Conference, bank deposit	\$170.29
32601	892	DELTA DENTAL	11/11/13	Dental Ins. Premiums, November, 18 employees	\$504.44
32602	893	DONNA BARKO	11/11/13	Mileage 9/3-10/30/13: Bank deposits, Post Office	\$23.11
32603	894	DUMAS & MAHNESMITH P.C.	11/11/13	Legal Assistance: Roof Project, Steinke Funeral Home Parking Lot Project	\$918.75
32604	895	EMILY DURAN	11/11/13	Mileage 10/14-10/25/13: Marketing meeting, AV Shopping, Genealogy Conference, Bank deposit	\$118.31
32605	896	ENA SERVICES LLC	11/11/13	Internet service for October 2013	\$1,461.00
32606	897	FINDAWAY WORLD, LLC	11/11/13	Playaways, Cases	\$474.64
32607	898	GALE/CENGAGE LEARNING	11/11/13	Books	\$19.99
32608	899	GRYPHON HOUSE INC.	11/11/13	Audiobooks	\$81.90
32609	900	INFORMATION TODAY, INC.	11/11/13	Internet Librarian Conference registration #100101: M. Widner	\$349.00
32610	901	INTEGRITY SOFTWARE, INC	11/11/13	SofTrack Renewal	\$957.43
32611	902	JASPER CO. VETERANS COU	11/11/13	2 Indiana Flags, 1 US Flag	\$86.00
32612	903	KANKAKEE VALLEY PUBLISHI	11/11/13	Ad for Rensselaer Roofing Project	\$98.23
32613	904	KARLA HAUSENFLECK	11/11/13	Mileage 10/28-10/30/13: Storytime Boot Camp, Head Start Preschool	\$38.42
32614	905	LINDA POORTENGA	11/11/13	Mileage 10/5-10/24/13: B2B, Post Office, Genealogy Workshop, AV Returns	\$136.96

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
32615	906	MELISSA J. WIDNER	11/11/13	Mileage 10/26-10/31/13: Airport for Internet Librarian Conference; Internet Librarian Conference expenses	\$1,875.27
32616	907	MIDWEST TAPE	11/11/13	DVDs	\$86.65
32617	908	NETWISE RESOURCES LLC	11/11/13	Rens & Wh staff copiers service agreement quarterly	\$718.90
32618	909	NIPSCO	11/11/13	Wh: Gas & Electric Service 10/2-10/30/13	\$1,924.17
32619	910	OFFICE DEPOT	11/11/13	DVD file folders, tape dispenser, label tape, invisible tape, pens, permanent markers, binder clips, filament tape, velcro	\$227.58
32620	911	PATTY EENIGENBURG	11/11/13	Mileage 10/30/13: Kapco Workshop	\$4.52
32621	912	PATTY STRINGFELLOW	11/11/13	Mileage 10/16-11/11/13: Meeting about town water hookup, Fall Forum, Director's Meetings	\$230.52
32622	913	PEGGY WOODS	11/11/13	AV Shopping- DVDs, CDs	\$460.88
32623	914	POSTMASTER	11/11/13	Stamps	\$1,167.20
32624	915	QUILL CORPORATION	11/11/13	Kleenex, toner, ink cartridges, sticky notes, white-out pen, colored copy paper, removable tape, hand sanitizer, rubber cement, velcro, calendar	\$726.43
32625	916	RACHAEL CAVINDER	11/11/13	Mileage 10/8-10/14/13: KV Reading Council, Marketing Meeting	\$33.90
32626	917	RACO INDUSTRIES	11/11/13	Receipt printer, cable	\$413.50
32627	918	REBECCA AMALONG	11/11/13	Mileage 8/1-10/17/13: Digipalooza, Management Meeting	\$38.80
32628	919	RELIABLE EXTERMINATORS, I	11/11/13	Rens: Exterior treatment	\$152.00
32629	920	ROEING CORP.	11/11/13	Printer cable, replacement battery, 5ft cables-14 Server Project equipment	\$29,083.97
32630	921	TOWN OF DEMOTTE	11/11/13	DeM: sewer-October 2013	\$71.90
32631	922	TOWN OF WHEATFIELD	11/11/13	Wh: sewer- November 2013	\$56.65
32632	923	TRUGREEN PROCESSING CE	11/11/13	Wh: Lawn Fertilization	\$91.00
32633	924	VISION SERVICE PLAN- (IN)	11/11/13	Vision Premium, 18 employees November 2013	\$192.41
32634	925	WAL-MART COMMUNITY/GEC	11/11/13	Afterschool program expenses, Children's supplies, Book Discussion expenses, fish tank supplies, Zombie program supplies, wipes, DVDs, cleaning supplies	\$1,054.68
32635	926	WASTE MANAGEMENT	11/11/13	DeM: Trash Pick-up, November	\$80.22
32636	927	WESTON WOODS	11/11/13	Audiobooks	\$721.40
32637	928	WAYFAIR	11/11/13	Office chairs, book cart	\$1,784.13
32638	929	YVONNE DEL VECCHIO	11/11/13	Mileage 9/4-10/30/13: Pinterest Meeting, Walking Books, Book Clubs, Community Connections delivery	\$63.17
32639	930	CDW GOVERNMENT, INC	11/11/13	IPAD Air WI-FI 128 GB Silver	\$2,322.12
32640	931	EBSCO Accounts Receivable	11/11/13	Consumer Reports 12/1/13 - 9/30/15	\$3,667.00
32641	932	EMILY DURAN	11/11/13	Mileage 11/7/13: Genealogy Workshop	\$69.95
32642	933	FLEX-PAC INC	11/11/13	Paper Towels, Multifold Towels	\$134.53
32643	934	GUMDROP BOOKS	11/11/13	Books	\$496.87
32644	935	KIRBY RISK CORPORATION	11/11/13	Lightbulbs, Ballasts	\$547.68
32645	936	MAPLE TRONICS COMPUTER	11/11/13	Endpoint Antivirus Protection, 3 yr	\$1,678.88
32646	937	MOHLER ARCHITECTS, P.C.	11/11/13	Rens: re-roof specs	\$1,936.40
32647	938	UNIQUE MANAGEMENT SERVI	11/11/13	Collections: Initial/Secondary Placements- October 2013	\$205.85
0	939	PAYROLL	11/25/13	PAYROLL	\$46,912.44
0	940	AFLAC	11/25/13	Supplemental Ins - November 2013 (Conf #60)	\$619.47
0	941	BILL HROMADA	11/25/13	Courier Mileage 11/1/13 - 11/15/13 (Conf. #65)	\$385.33
0	942	CENTURYLINK	11/25/13	WH: Local Phone Service 11/7/13-12/6/13 (Conf. #64)	\$39.58
0	943	CENTURYLINK	11/25/13	WH: Fax Service 11/7 -12/6/13 (Conf. #63)	\$14.42
0	944	CITY OF RENSSELAER	11/25/13	Rensselaer: Utilities 10/8/13-11/8/13 (Conf. #62)	\$2,789.26
0	945	GREAT-WEST RETIREMENT S	11/25/13	Annuity Withheld 11/25/13 payroll (Conf. #66)	\$1,536.13
0	946	INPRS fbo PERF	11/25/13	11/25/13 Payroll Contributions	\$5,061.85
0	947	IRS USA TAXPAYMENT	11/25/13	EFT-Fica Federal Taxes W/held 11/25/13 Ref #00038861	\$10,591.34
0	948	NIPSCO	11/25/13	DeM: Gas & Electric Service 10/7-10/31/13 (Conf. #61)	\$872.86
0	949	ALLIANCE BANK	11/25/13	Direct Deposit Fees October 2013	\$37.40

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
Total Amount of Claims					\$242,166.16

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Tuesday, December 03, 2013

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$242,166.16

Date this 9th day of December, 20 13.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

JASPER COUNTY PUBLIC LIBRARY

Receipt Breakdown
November 30, 2013

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
FINES & FEES:			\$2,801.80	\$30,568.26
DeMotte	\$1,077.47	\$9,641.34		
Rensselaer	\$1,001.70	\$13,141.26		
Wheatfield	\$722.63	\$7,785.66		
PHOTOCOPIES:			\$703.02	\$8,909.96
DeMotte	\$266.35	\$3,410.35		
Rensselaer	\$284.14	\$3,380.13		
Wheatfield	\$152.53	\$2,119.48		
INTEREST (Checking, Repurchase, CDs):.....			\$36.53	\$731.12
TAXES:			\$404,076.22	\$1,748,867.17
Property Tax	\$334,373.95	\$924,344.97		
LOIT	\$17,903.58	\$196,939.39		
License Excise Tax	\$0.00	\$49,857.98		
Financial Institution Tax	\$0.00	\$1,233.91		
CVET(Commercial Vehicle Excise)	\$0.00	\$6,705.33		
Local Option/Certified Shares	\$42,698.46	\$469,683.06		
Local Option/Property Tax Repl.	\$9,100.23	\$100,102.53		
TAXABLE SALES:-.....			\$7.19	\$151.05
REFUNDS:			\$109.28	\$20,721.51
Rebates/Refund	\$0.00	\$2,626.76		
Insurance Claims/Reimbursements	\$0.00	\$0.00		
Meeting Room Rental	\$0.00	\$1,400.00		
Reimbursement	\$0.00	\$0.00		
Fixed Asset Sales	\$0.00	\$710.00		
Miscellaneous Receipts	\$109.28	\$689.45		
Interfund Transfer	\$0.00	\$15,295.30		
TOTAL OPERATING FUND RECEIPTS.....			\$407,734.04	\$1,809,949.07
PLAC FUND:.....			\$50.00	\$100.00
GIFT FUNDS:			\$2,584.79	\$14,066.06
DeMotte	\$788.79	\$3,948.30		
Rensselaer	\$1,760.00	\$6,566.20		
Wheatfield	\$36.00	\$3,551.56		
LIB. IMPROV. RESERVE FUND:			\$24.63	\$331.98
Interest Earned	\$24.63	\$331.98		
Transfer from OPERATING	\$0.00	\$0.00		
BOND & INTEREST REDEMPTION FUND:		\$158,655.10	\$83,121.21	\$241,776.31
Property Tax	\$83,121.21	\$229,780.67		
License Excise Tax	\$0.00	\$10,347.88		
Financial Institution Tax	\$0.00	\$256.09		
CVET(Commercial Vehicle Excise)	\$0.00	\$1,391.67		
Interfund Transfer	\$0.00	\$0.00		
RAINY DAY FUND:		\$2,486.13	\$0.00	\$2,486.13
Special CAGIT Distribution	\$0.00	\$0.00		
Interest Earned	\$0.00	\$2,486.13		
STATE TECHNOLOGY FUND GRANT FUND:-.....		\$0.00	\$0.00	\$0.00
CAPITAL PROJECTS FUND:			\$3.17	\$11,136.76
Interest Earned	\$3.17	\$11,136.76		
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Interfund Transfer	\$0.00	\$0.00		
HOST/HOSPITALITY FUND:.....			\$0.00	\$0.00
LEVY EXCESS FUND:-.....			\$0.00	\$30,082.00
SALES TAX:-.....			\$0.51	\$123.53
CASH CHANGE FUND			\$0.00	\$0.00
INSURANCE REFUND FUND:			\$0.00	\$92.02
Interfund Transfer	\$0.00	\$92.02		
SUB-TOTAL (page 1).....			\$493,518.35	\$2,110,143.86

WITHHOLDING ACCOUNT FUNDS:

FIT Tax Collected	\$7,933.03	\$86,942.52
FICA Collected	\$7,268.96	\$78,545.07
State Tax Collected	\$3,341.47	\$36,333.89
County Tax Collected	\$2,585.78	\$28,701.37
Deferred Comp Plan	\$3,072.40	\$33,674.00
Pre-tax Insurance Plans	\$3,684.42	\$37,714.90
Life Insurance	\$197.76	\$1,748.96
INPRS	\$2,849.20	\$30,137.52
Garnishments	\$0.00	\$0.00
Credit Union	\$0.00	\$0.00

\$30,933.02

\$333,798.23

TOTAL RECEIPTS - ALL FUNDS.....**\$524,451.37****\$2,443,942.09**

Voucher List
Jasper County Public Library

Report Date: From 12/1/13 To 12/9/13

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
32648	950	AARON'S LAWN CARE	12/9/13	Mowing, Snow plow, Fall Cleanup 11/5-11/27/13	\$850.00
32649	951	ACE HARDWARE	12/9/13	Exterior bulbs, hex key, toilet repair parts	\$75.79
32650	952	ALLIED WASTE SERVICES #71	12/9/13	Wh: Trash Service- December	\$57.38
32651	953	ANTHEM BLUE CROSS BLUE	12/9/13	Health premiums December, 18 employees	\$11,696.65
32652	954	ANTHEM LIFE	12/9/13	Life Insurance premiums, December	\$99.54
32653	955	AUDIOCRAFT PUBLISHING, IN	12/9/13	Books	\$7.88
32654	956	BAKER & TAYLOR	12/9/13	Books, Continuations, AV, Auto. Yours	\$13,691.32
32655	957	BIERMA HARDWARE, INC.	12/9/13	Paint Remover	\$11.99
32656	958	BLUETARP FINANCIAL, INC	12/9/13	Flood light, padlock, eye bolt, screws, fibre roof coat	\$29.50
32657	959	BRENDA THOMPSON	12/9/13	Mileage 10/17-11/22/13: Management Meetings, Evaluation, B2B	\$89.84
32658	960	BRIAN ORBAN	12/9/13	Wh: Winterize sprinkler system, repair backflow preventer	\$455.00
32659	961	BUSINESS CARD	12/9/13	Calendars, Bookkeeping Workshop expenses, vacuum filters, adult supplies, B2B expenses, Staff Christmas Party expenses, book	\$439.87
32660	962	CAROLYNN DeVRIES	12/9/13	Mileage 10/28/13: Cover Demotte Party; Teen Book Discussion supplies	\$22.83
32661	963	CULLIGAN WATER CONDITIO	12/9/13	Wh: Water Cooler Rental- December 2013	\$9.95
32662	964	D & S COMPUTER SERVICES	12/9/13	Hosting 4th quarter 2013	\$120.00
32663	965	DAVIS WATER SERVICES, INC	12/9/13	Dem: Tanin Unit Rental- Jul, Aug, Sept 2013; Solar & Rust Buster salt	\$243.00
32664	966	DEMCO	12/9/13	Magazine covers, book cart, book repair glue, bookmarks, polyfit, tape, literature display, puppets, poster, labels, bags	\$977.06
32665	967	DONNA BARKO	12/9/13	Mileage 10/31-12/4/13: Bank deposits, post office, AVC User Group Meeting	\$126.79
32666	968	DUMAS & MAHNESMITH P.C.	12/9/13	Legal Assistance: Roof Project	\$306.25
32667	969	ENA SERVICES LLC	12/9/13	Internet service for November 2013	\$1,461.00
32668	970	ENGAGED PATRONS.ORG	12/9/13	Events Page Hosting Service 1/1/14-12/31/14	\$229.00
32669	971	ENCYCLOPAEDIA BRITANNIC	12/9/13	Books	\$469.00
32670	972	FAEGRE BAKER DANIELS LLP	12/9/13	Legal Assistance on personnel matters	\$426.00
32671	973	FINDAWAY WORLD, LLC	12/9/13	Playaways	\$1,559.85
32672	974	GALE/CENGAGE LEARNING	12/9/13	Books	\$74.88
32673	975	HAMSTRA BUILDERS, INC.	12/9/13	DeM: Hook-up to town water; install new water main, 1" backflow, excavation for water line, connect to existing water line in basement, core drill foundation for water line, disconnect water softener, reseed soil	\$4,730.00
32674	976	JAMES R. LITTLE	12/9/13	Faucets, wood putty	\$119.63
32675	977	JEAN LAMBERT	12/9/13	Mileage 8/30-11/14/13: Recycling, pickup cleaning supplies, pickup staff anniversary cake	\$15.43
32676	978	KAPCO	12/9/13	Easy bind white repair tape, book repair glue, easy hold magazine reinforcements	\$119.00
32677	979	KIRBY RISK CORPORATION	12/9/13	Lightbulbs	\$24.41
32678	980	KOLORTECH, INC.	12/9/13	Lightbulbs, fluorescent tubes, ballasts	\$439.96
32679	981	LEGAL DIRECTORIES PUBLIS	12/9/13	Continuations	\$67.75
32680	982	LINDA POORTENGA	12/9/13	Mileage 11/2-11/22/13: Bank deposit, Librarian's Council Meeting, B2B Meeting	\$59.55
32681	983	MARLENE BEEDLE	12/9/13	Mileage 11/21/13: Digitization Meeting	\$24.86
32682	984	MIDWEST TAPE	12/9/13	DVDs	\$56.22
32683	985	MOTION PICTURE LICENSING	12/9/13	Wh: Movie License 1/3/14-1/3/15	\$101.79

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
32684	986	OFFICE DEPOT	12/9/13	Tape dispenser, tape, pressboard covers, calendars, step stool, card stock, rubberbands, colored copy paper, metallic markers, DVD folders, laminate	\$305.16
32685	987	OVERDRIVE	12/9/13	Ebook content for Consortium & Advantage accounts	\$6,690.00
32686	988	PATTY STRINGFELLOW	12/9/13	Mileage 11/6/13: Librarian's Council; Parking at AVC User Group meeting	\$48.94
32687	989	QUILL CORPORATION	12/9/13	Typewriter ribbons, file folder labels, toner cartridges, copy paper	\$384.65
32688	990	RAYANN GILMORE	12/9/13	Mileage 10/21-12/2/13: Fall Forum, bank deposits, post office, deliver Board packets, Bookkeeping Workshop	\$134.07
32689	991	REBECCA AMALONG	12/9/13	Mileage 11/12/13: B2B Awards Program	\$50.85
32690	992	RENSSELAER ROTARY CLUB	12/9/13	September & October dues and meals	\$108.00
32691	993	ROEING CORP.	12/9/13	Tech Maintenance Support - partial payment on 1st Installment 2014; APC replacement battery cartridge, Swing Arm kit	\$8,409.00
32692	994	SCHOLASTIC INC.	12/9/13	Books	\$32.65
32693	995	SENTIMENTAL PRODUCTIONS	12/9/13	DVDs	\$175.00
32694	996	SHEILA MAXWELL	12/9/13	Mileage 6/4-12/3/13: Branch visits, Management Meetings, Positivity Meeting, Auto. Counterparts Meetings, NICCL Social Media Workshop; Auto. Counterparts expenses, presentation remote battery, ethernet cables	\$713.56
32695	997	SVT, LLC	12/9/13	3rd Thursday Program & Teen Program expenses	\$7.10
32696	998	SUNRISE PACKAGING INC.	12/9/13	Audiobook cases	\$272.61
32697	999	TATE PUBLISHING	12/9/13	Book	\$14.99
32698	1000	THE TIMES	12/9/13	DeM: Newspaper subscription thru 12/10/14	\$221.00
32699	1001	TOWN OF DEMOTTE	12/9/13	DeM: Water & sewer-November 2013	\$122.94
32700	1002	TOWN OF WHEATFIELD	12/9/13	Wh: sewer- December 2013	\$56.65
32701	1003	ULINE	12/9/13	DVD cases	\$95.95
32702	1004	VISION SERVICE PLAN- (IN)	12/9/13	Vision Premium, 18 employees December 2013	\$192.41
32703	1005	WAL-MART COMMUNITY/GEC	12/9/13	Children's programs expenses, children's supplies, batteries, cleaning supplies, adult supplies, DVDs, CDs, Tuesday Movie expenses	\$2,149.42
32704	1006	WASTE MANAGEMENT	12/9/13	DeM: Trash Pick-up, December 2013	\$80.22
32705	1007	WESTON WOODS	12/9/13	Audiobooks	\$18.95
32706	1008	WORLD BOOK INC.	12/9/13	Books	\$268.00
32707	1016	4 IMPRINT	12/9/13	Mood Pencils, Lanyards	\$431.63
32708	1017	BOYCE FORMS/SYSTEMS	12/9/13	Tax forms, receipt books	\$149.67
32709	1018	CENTURYLINK	12/9/13	Long Distance Phone Service- October & November 2013	\$12.72
32710	1019	INDIANA NEWSPAPERS INC. #	12/9/13	Rens: The Indianapolis Star newspaper subscription (1/1/14-12/31/14)	\$360.03
32711	1020	JASPER COUNTY HOSPITAL	12/9/13	Water Testing	\$20.00
32712	1021	NIPSCO	12/9/13	DeM: Gas Service (11/5-12/4/13), Electric Service (10/7-12/4/13); Wh: Gas & Electric Service (10/30-12/3/13)	\$7,616.32
0	1022	SAGE PAYMENT SOLUTIONS	12/9/13	Merchant Processing Fees- November 2013 (automatic withdrawal on 12/2/13)	\$343.44
32713	1023	SIGNS OF THE SEASONS	12/9/13	Vinyl for van accessible handicap signs	\$37.50
32714	1024	UNIQUE MANAGEMENT SERVI	12/9/13	Collections: Initial/Secondary Placements- November 2013	\$98.45

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
<i>Total Amount of Claims</i>					\$68,910.85

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, December 09, 2013

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$68,910.85

Date this 9th day of December, 2013.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Agenda
Jasper County Public Library
Board of Trustees Year-End Meeting
Friday, December 27, 2013; 9am
Rensselaer Library Meeting Room

Purpose

Opening of Meeting

Moment of Silence

Final Year-End Bills to be Allowed

Action

2013 Appropriation Transfers

Action

Public Forum

Adjournment

Voucher List**Jasper County Public Library****Report Date: From 12/10/13 To 12/31/13**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	1009	PAYROLL	12/10/13	PAYROLL	\$46,369.53
0	1010	ALLIANCE BANK	12/10/13	Direct Deposit Fees November 2013	\$37.00
0	1011	BILL HROMADA	12/10/13	Courier Mileage 11/18/13 - 11/29/13 (Conf. #67)	\$375.27
0	1012	GREAT-WEST RETIREMENT S	12/10/13	Annuity Withheld 12/10/13 payroll (Conf. #68)	\$1,536.27
0	1013	INDIANA DEPARTMENT OF RE	12/10/13	EFT-State & County Taxes w/held November 2013 Payrolls, Ref #90829	\$5,927.25
0	1014	INPRS fbo PERF	12/10/13	12/10/13 Payroll Contributions	\$4,978.93
0	1015	IRS USA TAXPAYMENT	12/10/13	EFT-Fica Federal Taxes W/held 12/10/13 Ref #03912296	\$10,433.00
0	1025	PAYROLL	12/23/13	PAYROLL	\$46,010.84
0	1026	AFLAC	12/23/13	Supplemental Ins - December 2013 (Conf #71)	\$619.47
0	1027	BILL HROMADA	12/23/13	Courier Mileage 12/02/13 to 12/13/13 (Conf. #73)	\$350.30
0	1028	CENTURYLINK	12/23/13	Rens: Local Phone & Fax Service December 2013	\$90.23
0	1029	CITY OF RENSSELAER	12/23/13	Rensselaer: Utilities 11/8/13-12/9/13 (Conf. #72)	\$2,655.02
0	1030	DELTA DENTAL	12/23/13	Dental Ins. Premiums, December, 18 employees	\$504.44
0	1031	GREAT-WEST RETIREMENT S	12/23/13	Annuity Withheld 12/23/13 payroll (Conf. #74)	\$1,536.20
0	1032	INPRS fbo PERF	12/23/13	12/23/13 Payroll Contributions	\$4,908.05
0	1033	IRS USA TAXPAYMENT	12/23/13	EFT-Fica Federal Taxes W/held 12/23/13 Ref #61449911	\$10,330.68
0	1034	CENTURYLINK	12/23/13	Wh: Local Phone Service 12/7/13-1/6/14 (conf# 76)	\$39.59
0	1035	CENTURYLINK	12/23/13	Wh: Fax Service 12/7/13-1/6/14 (conf# 75)	\$14.42
32715	1036	4-COUNTY SUPPLY	12/27/13	DeM: V-551-A Toilet Repair Parts	\$7.38
32716	1037	ALCO STORES, INC.	12/27/13	Children's supplies	\$19.13
32717	1038	BAKER & TAYLOR	12/27/13	Books, Continuations, AV, Auto. Yours	\$5,471.32
32718	1039	BLUETARP FINANCIAL, INC	12/27/13	Sink repair parts, toilet repair parts, humidifier filter, outlet covers & locks	\$50.07
32719	1040	CARDINAL OFFICE PRODUCT	12/27/13	Rens: Annual Maintenance Agreement, Patron Copier 12/26/12-12/26/13	\$234.55
32720	1041	CDW GOVERNMENT, INC	12/27/13	Adobe Acrobat	\$284.28
32721	1042	CENTER POINT PUBLISHING	12/27/13	Books	\$36.00
32722	1043	COMMUNITY MEDIA GROUP, I	12/27/13	DeM: KV Post News Subscription 1/1/14-12/31/14	\$59.00
32723	1044	DAVIDSON TITLES INC.	12/27/13	Books	\$44.98
32724	1045	DEBORAH KRISTOFF	12/27/13	Mileage: 10/28-12/16/13 Cover DeMotte Party, Cover Wheatfield Party, bank deposit	\$51.30
32725	1046	DELL MARKETING L.P.	12/27/13	3 wireless mice, 3 laptops, 3 laptop cases	\$3,313.29
32726	1047	DEMCO	12/27/13	Slatwall easels	\$240.98
32727	1048	DEREK J. DEJONG	12/27/13	Mileage: 1/8-11/14/13 Recycling	\$20.34
32728	1049	DIANA KOOY	12/27/13	Mileage: 10/21-11/22/13 Water Sample Testing, PERF Meeting, Librarian's Council Meeting, B2B Meetings	\$108.48
32729	1050	DIANE OPOLSKI	12/27/13	Mileage: 8/26-11/25/13 Positivity Meetings, AV Shopping	\$65.54
32730	1051	DONNA BARKO	12/27/13	Mileage: 12/5-12/18/13 Bank deposits, Post Office, New Employee Orientation	\$31.70
32731	1052	EMILY DURAN	12/27/13	Mileage: 12/13/13 Milroy Presentation	\$21.47
32732	1053	FLEX-PAC INC	12/27/13	M-folds, toilet paper, paper towel rolls, handsoap, disinfectant, toilet bowl cleaner	\$283.49
32733	1054	HAMSTRA BUILDERS, INC.	12/27/13	Rens: Roofing Materials	\$32,775.00
0	1055	JASPER COUNTY PUBLIC LIB	12/27/13	Funds transferred from Operating into LIRF per Board resolution 12/9/13	\$35,000.00
32734	1056	KAPCO	12/27/13	Clear polyester corners	\$16.36
32735	1057	KIM DELGER	12/27/13	Magazines	\$32.81
32736	1058	KIRBY RISK CORPORATION	12/27/13	Lightbulbs	\$73.24
32737	1059	LINDA POORTENGA	12/27/13	Mileage 11/30-12/13/13: Bank deposit, B2B	\$55.03

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
32738	1060	MELISSA SMITH	12/27/13	Mileage 12/29/12-12/18/13: Bank deposits, Walking Books, Pickup Staff Anniversary Cake	\$72.42
32739	1061	MY MEDIA DIRECTORY	12/27/13	Continuations	\$85.00
32740	1062	NANETTE SPEACHT	12/27/13	Mileage 12/6/13: Cover Rensselaer Party	\$24.86
32741	1063	PEGGY WOODS	12/27/13	Mileage 10/21-12/19/13: AV Shopping, Pickup Staff Anniversary cake, Post Office	\$21.30
32742	1064	PROQUEST LLC	12/27/13	Microfilm of Rensselaer Republican newspaper 5/1-8/31/13	\$85.55
32743	1065	RAYANN GILMORE	12/27/13	Wh: Petty Cash; postage, fee to send water sample, picture hooks, movie program expense, first aid supplies	\$28.58
32744	1066	SMART STORAGE LLC	12/27/13	Wh: Shelving	\$385.58
32745	1067	SVT, LLC	12/27/13	Management Meeting expenses, Staff Christmas Party expenses	\$45.84
32746	1068	WAL-MART COMMUNITY/GEC	12/27/13	Children's supplies, After School program supplies, Teen program supplies, Staff Appreciation expenses, picture frames, Adult supplies, cleaning supplies, DVDs, CDs	\$672.93
32747	1069	WORLD BOOK INC.	12/27/13	2014 World Book Encyclopedia	\$819.00
32748	1070	WORTHINGTON DIRECT	12/27/13	DeM: Table	\$588.31
32749	1071	YVONNE DEL VECCHIO	12/27/13	Mileage 11/6-12/6/13: Walking Books, Book Clubs, deliver Community Connection	\$20.23
Total Amount of Claims					\$217,861.83

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, December 23, 2013

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 2 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$217,861.83

Date this 27th day of December, 20 13.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

December 27, 2013

Whereas, it has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget for various functions of the Jasper County Public Library,

Now, therefore, be it resolved by the Library Board of the Jasper County Public Library, Jasper County, Indiana, for the expenses of the Public Library, the following funds herein named for the purposes herein specified be increased, subject to the laws governing the same.

Whereas, it has been shown that certain existing appropriations now have unobligated balances which will not be needed for the purposes for which appropriated, it is further resolved that the following existing appropriations be reduced in the following amounts:

LIBRARY OPERATING FUND (100)

	<u>Added Amount</u> <u>Appropriated</u>		<u>Amount</u> <u>Reduced</u>
3.14 Other Professional Services	\$ 303.57	3.94 Transfer to LIRF	\$ 25,346.88
3.145 Databases & Licensing Services	\$ 2,740.75		
3.25 Freight	\$ 532.98		
3.61 Building & Structures	\$ 21,745.14		
3.93 Taxes & Assessments	\$ 24.44		
4.4 Furniture & Equipment	\$ 1096.79	4.52 Periodicals & Newspapers	\$ 1096.79

TOTAL Added \$ 26,443.67

TOTAL Reduced \$ 26,443.67

LIBRARY IMPROVEMENT RESERVE FUND (130)

3.61 Building & Structures	\$ 9,790.00	3.14 Other Professional Services	\$ 9790.00
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TOTAL Added \$ 9,790.00

TOTAL Reduced \$ 9,790.00

AYE

NAY

ATTEST:

Secretary, Jasper Co. Public Library Board

 **ACCO USA**
LINCOLNSHIRE, ILLINOIS 60069

#25971



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BLACK/NOIR/NEGRO

